

Registering for Events

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Overview:

The Events Management feature permits members to self-register (and self-unregister) for events requiring registration. The system will automatically notify the organizer of registration, confirm the member's registration or addition to the Wait List for the event. Registration will also create an email group for attendees so the Organizer can send emails updates regarding the event.

Events are displayed on the website calendar, either in the standard calendar presentation or in the Agenda list mode. Clicking on the event will open the event details showing more information including the ability to register for events that require registration. Events may also require a fee which will have to be paid to the organizer separately from this registration.

Registering for an Event

Viewing Events:

- Go to the *"Calendar"*
- Change the date range on the top left of the Calendar bar as required
- Change the viewing mode by clicking on one of the views on the top right of the Calendar bar
 - *"Agenda"* will present all events in a list, skipping days that do not have events
- Depending on the viewing mode, some or all of the event information is viewable without further clicking. Hover the cursor over an event and the full description of the event will open in a textbox
- To see all of the event information click on the event box or text. The event will open in a new page providing location information, event description and details, Coordinators name(s) and email address, registration information – and button to click to register, and a link to add the event to your personal calendar.

Registering for an Event:

- Follow the *“Viewing Events”* process detailed above to select the event
- Once you have opened the detailed event information page, click on *“Registration Information”* button
- A new page opens with the date and time of the event in a text box
- Click on *“Sign Up”*
- A new page will open showing your user name and address and two checkboxes, *“FeesPaid”* and *“OnWaitList”* – **ignore** the two checkboxes. If either one of those conditions are true because you have already paid the fee or are on the Wait List, the boxes will already be checked.
- Click on *“Register”* to register or *“Cancel”* to quit the process
- You will see a new page that will tell you the status of your registration
 - An automatic email message will be sent to the Organizer saying you have registered.
 - An automatic email message will be sent to you informing you that you are registered or on the Wait List
- Click on *“Return”* to return to the event’s details page

Un-Registering from an Event:

- Follow the *“Viewing Events”* process detailed above to select the event
- Once you have opened the detailed event information page
 - You will see *“You are registered for this event”* under the Coordinators information
- click on *“Registration Information”* button
- A new page, *“Event Registration”*, opens with
 - *“You are registered for the event “[...]”*
 - Click on *“Un-register”* button to un-register
 - Or Click on *“Return”* to cease un-registering
- You will receive an automatic email message confirming your un-registration

Wait Lists:

The system will automatically generate a Wait List which the Organizer will manage. If a member self un-registers a registration opening will be created that the Organizer can fill from the Wait List. If you are on the Wait List and then added to those registered you will receive an automatic email message stating you are now registered. If you no longer wish to attend you will need to follow the ‘Un-Register from and Event’ process detailed above so that someone else may be registered.

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