# REGISTRATION INSTRUCTIONS

**Step 1. PERSONAL INFORMATION FOR FIRST ATTENDEE:** The email and address / phone number will auto-fill based on the *account holder's* account information. Complete the blank fields, select yes/no for email updates and *change the email, address, phone numbers and age category if applicable*. If you only have a cell phone #, enter it in both phone fields. Cell phone numbers are important so that we can reach you during the Festival.

- Click the red SAVE CHANGES button to save the personal information. The attendee name will show in a summary table as "unsubmitted" under **Status**. The other columns will change once events are added.
- Do NOT add additional attendees at this point.

| Name | Type | Package | Membership | Total | Status | Actions |
|------|------|---------|------------|-------|--------|---------|
| [edit] Sarah Smith | Adult | Single Event Rates Apply | No | – | Unsubmitted | |

| Submit All and Proceed to Checkout > | + Add Another Attendee |
|---|---|

**Step 2. SELECTING EVENTS FOR FIRST ATTENDEE:** Click the word **[edit]** near the attendee name to open the registration so that events can be selected.

- Scroll down the page to the desired red date bar for each day of the Festival to view the events for that day. Click on the box next to the event title to select an event. As events are selected, the single event fees will be tallied in the Price Summary; the appropriate package rate is applied automatically when applicable. Additional or Special event fees (per person for certain events) will be shown separately.
  To learn more about a leader, click on the leader name in the event description.
- Once all events have been selected, click SAVE CHANGES to update the registration. The attendee registration line will now show the **Package** (if applicable), **Total** (owing) and **Status**.

| Name | Type | Package | Membership | Total | Status | Actions |
|------|------|---------|------------|-------|--------|---------|
| [edit] Sarah Smith | Adult | Single Event Rates Apply | No | $84.00 | Unsubmitted | |

| Submit All and Proceed to Checkout > | + Add Another Attendee |
|---|---|

Clicking on the icons (symbols) under **Actions** will perform the following optional functions with that registration:
DELETE (red "garbage can") deletes that registration;
DUPLICATE REGISTRATION (burgundy "overlapping pages") duplicates the personal info and events in that registration to edit for a new attendee;
SUBMIT REGISTRATION (burgundy "right arrow") submits only that registration;
VIEW SELECTED EVENTS (burgundy "down arrow") shows the selected events in that registration; close the event list by clicking the burgundy "up arrow" that appears

| Name | Type | Package | Membership | Total | Status | Actions |
|------|------|---------|-----------|-------|--------|---------|
| [edit] Sarah Smith | Adult | Single Event Rates Apply | No | $84.00 | Unsubmitted | |

**Events**

A01 **BIRDING NEYAASHIINIGMIING - CAPE CROKER** * 🚗 - Miptoon (Anthony Chegahno) / Jarmo Jalava
A10 **A BIG YEAR** - Kiah Jasper
A15 **JOY OF BIRDING** 🚗 - Mark Wiercinski

## Step 3. ADDING MORE ATTENDEES TO THE ACCOUNT:

If there are no more attendees to add, proceed to Step 4.

*Please Note: If there will be multiple attendees in one account with different addresses, registration may be more efficient/faster if one person from each household creates their own account and registers their attendees.*

- **To add an attendee who will have the same (or mostly the same) events as an existing attendee:**
  Click the burgundy "pages" (DUPLICATE REGISTRATION) icon under **Actions** for the attendee whose registration is to be copied. This will auto-fill the email and personal information of the underlined copied registration. *Enter the name of the new attendee, select yes/no consent for emailed Festival updates and change the email, address and phone numbers if the attendee does not reside in the same household as the copied registration. Also fill in the emergency contact information, new/repeat attendee field and edit the age category if appropriate.*
  Click SAVE CHANGES to save the new registration. The new attendee registration will now show in the summary table with the same Total (and will contain the same events) as the registration that was copied.
  If desired, click **[edit]** to open the (duplicated) registration and add/delete events.
  Click SAVE CHANGES to update the registration. Any changes made that impact the number of events or eligible package & pricing will be reflected in the registration summary line.
- Repeat the duplicate registration process if desired for additional attendees with the same events.

| Name | Type | Package | Membership | Total | Status | Actions |
|------|------|---------|-----------|-------|--------|---------|
| [edit] Sarah Smith | Adult | Single Event Rates Apply | No | $84.00 | Unsubmitted | |
| [edit] Jacob Smith | Youth (age 10-21) | Single Event Rates Apply | No | $42.00 | Unsubmitted | |

- **To create a completely new registration and select events:**
  Click the red ADD ANOTHER ATTENDEE button and complete steps 1 & 2 again. Again, please change the new attendee personal information if not in the same household.
- **Changes can be made online to any underlined unsubmitted registration:**
  Click **[edit]** to open the registration, then add/delete events or edit any of the fields and click SAVE CHANGES to update the registration.
  Event lists for multiple registrations can be displayed simultaneously by clicking the **Actions** "View Registration" down arrow icon for all desired attendees.

*It is recommended that you view your selected events prior to submitting the registration(s).*

*Please Note: If one of your selected events fills while you are registering or are processing your payment, that event will be removed from the applicable registration(s).*


**Step 4.  SUBMITTING REGISTRATION(S):**

**EVENTS WILL NOT BE RESERVED UNTIL PAYMENT IS RECEIVED.**

- Click the SUBMIT ALL & PROCEED TO CHECKOUT button to submit <u>all</u> of the registrations in the account.  If you wish to submit only <u>one of the registrations at a time</u>, click the right-facing arrow "Submit Registration" icon under **Actions** beside the desired registration.

| Name | Type | Package | Membership | Total | Status | Actions |
|------|------|---------|------------|-------|--------|---------|
| [edit] Sarah Smith | Adult | Single Event Rates Apply | No | $84.00 | Unsubmitted | |
| [edit] Jacob Smith | Youth (age 10-21) | Single Event Rates Apply | No | $42.00 | Unsubmitted | |

| Submit All and Proceed to Checkout > | + Add Another Attendee |
|---|---|

- Click to accept the <u>terms and conditions</u> (click the text to view the details)
- Click the PAY BY PAYPAL OR CREDIT CARD button.
- A PayPal payment screen will appear. You can pay using a PayPal account or you can click the PAY BY CREDIT OR VISA DEBIT CARD button to pay without a PayPal account.
- The "Check out as a guest" screen asks for your email to continue as a guest. Fill in your email address and click the CONTINUE TO PAYMENT button

## PayPal

🛒 $59.00 CAD ⌄

# Pay with debit or credit card

We don't share your financial details with the merchant.

Country/Region
**Canada**                                      ⌄

Email                                            ⓘ

Phone type        ⌄    Phone number
**Mobile**               +1

**Billing details**

💳 ⌐ VISA AMEX 💳 ⓪

Card number

MM / YY                    CVV              💳

First name                 Last name

Address line 1

Address line 2 (optional)

City

Province                                          ⌄

Postal code

**Save info & create your PayPal account**      ⚪

You agree to PayPal's Privacy Statement and confirm you're of
legal age.

We'll preauthorize up to $59.00 CAD on your card, then send you back
to the merchant to complete your purchase. If you don't complete it or
the purchase amount changes, any pending preauthorizations usually
drop off within one business day.

**Pay now as guest**

• Complete the payment information fields.

• Below the Postal Code field, the slide button to the right of **"Save info & create your PayPal account"** will be set to the right (**YES**).

*To continue with payment as a guest, click on the slide switch to move it to the left (NO) (as shown)*

*** The SAVE INFO & CREATE YOUR PAYPAL ACCOUNT section (with slide switch) may only appear once you have completed your personal information.*

• Click the PAY NOW AS GUEST button at the bottom of the page.

Once payment has been approved, PayPal will redirect you to the registration page in your Festival account (this takes a few seconds). A "Thank you for your payment..." message will show toward the top of the page and your registration(s) will be marked "Paid by PayPal".



| Name | Type | Package | Membership | Total | Status | Actions |
|------|------|---------|------------|-------|--------|---------|
| [view] Sarah Smith | Adult | Single Event Rates Apply | No | $84.00 | Paid by Paypal | |
| [edit] Jacob Smith | Youth (age 10-21) | Single Event Rates Apply | No | $42.00 | Unsubmitted | |

**A confirmation email will be sent to the <u>account user</u> containing the registration information for all attendees in the account. If the message does not appear in your inbox or spam/junk/all mail folder within 10 minutes, contact the registrar for confirmation.**

**\*\*\*Please confirm that your selected events are listed in your confirmation email\*\*\***

**A follow-up email with a unique link to our new electronic Festival Waiver will be sent to each <u>attendee</u>, based on the information in their registration.**
***This waiver is required in advance for registrations submitted prior to the Festival.***

**Contact the Registrar by email at huronfringebirdfest@gmail.com or phone 519-375-1889.**

<u>Waiting Lists</u> - If an event is full, log into your account and click on the WAITING LIST tab at the top of your account registration page to complete a Waiting List request form. Click in the ATTENDEE field to bring up a list of the attendees in your account. Select a name and edit any of the personal information if it is not correct. Complete the rest of the form, then click the ADD TO WAITING LIST button.