

Registering A Member for an Event

1. Login to the family account
2. Locate the approved member's name from the list and click "View"

1. Click Events in the navigation pane. If the member has events already registered for then this screen will list those for the current year.
2. Click the +Register button to start a new event registration.

3. Click on the name of the event the member is being registered for, and then click the next button.

Event Name	Start Date	End Date
Summer Fest Parade	Aug 22, 2020	Aug 23, 2020
Chilli Cook-off	Aug 15, 2020	Aug 15, 2020

Next

4. Click on the Registration Type the member is being registered as, and then click the Start Registration button.

Name	Role	Start Date	End Date
Youth Contestant	ClubMember	Jul 16, 2020	Aug 12, 2020

Back Start Registration

5. Complete the responses for the Questions and any other screens the event coordinator has set up.
6. Click the Next button on each screen.

7. If no payment is due, click the Next button

OR

If payment is due, enter that selection next.

8. Click the Next button.

Fees	
Registration Fee	\$20.00
Total:	\$20.00

9. Click the Finish button.

Most events have a series of approvals to go through before it's approved. If the payment method is a credit card you will not be charged until approved at the final level.

Fees	
Total:	\$0.00