

K01 & K02 on Saturday June 2 are geared for ages 5-9 and are identified with GEARED FOR KIDS in the event title. Adult chaperone no charge.

Youth (10-17) are welcome on all regular Festival events; ages 10-12 must be accompanied by an adult who is also registered for the event.

[[star]] in an event title indicates a shortened all-day event.

[[mobility]] in an event title indicates an event suitable for individuals with limited mobility.

"THE NEST" will be open daily (except Saturdays) from 3:30 - 5:30pm for socializing and refreshments.

**NEW!** "WHIPPOORWILLS UNDER THE FULL MOON" is being offered by Ted Cheskey on Tuesday, May 29 between the two Festival weekends.

**IF YOU REQUIRE ASSISTANCE WITH REGISTRATION CONTACT THE REGISTRAR at [huronfringebirdfest@gmail.com](mailto:huronfringebirdfest@gmail.com) or phone 519-375-1889.**

*The Festival is a special event held by the Friends of MacGregor Point Park; the Park staff will not be able to answer registration-related questions.*

**REGISTRATION INSTRUCTIONS:**

An account holds the registrations for one or more persons in a group, with one person in the group designated as the account user. All registration paperwork for the group will be maintained in the account user's name.

**STEP 1. LOG IN or CREATE ACCOUNT and ENTER FIRST ATTENDEE:**

- Log into an existing account or create an account.
- Complete the attendee information (including age category) for the first attendee and proceed to *SELECTING EVENTS* (step 2).
- CHILD EVENT REGISTRATIONS: create or log into a user account for an adult, then complete the attendee information and CHILD age category for the first child. The adult chaperone attends no charge and cannot register for these events. Please advise the Registrar of the chaperone's name.
- Proceed to the next step - *SELECTING EVENTS* (step 2).

**STEP 2. SELECTING EVENTS:**

Descriptions are included for each event. Click on the leader's name to learn more about this person. Events are listed in order by start time and grouped for ALL DAY, MORNING, AFTERNOON, EVENING. Events open for CHILD registrations (K01/K02 on Saturday June 2) are identified in the event title. See event descriptions for details.

As events are selected, the single event fees will be tallied on the right side of the page, with appropriate package rates applied automatically. Additional fees (per person for certain events) apply to all registrations.

- Click on the date bar for the desired day of the Festival.
- Click FIRMLY and release on the box to the left of the event title to select an event.
- Once all events are selected for the first attendee, click “save changes” to update the registration.

Saving a registration adds the attendee to a summary table for the account. (scroll down on the page to below the instructions). The registration will show in the summary table as "unsubmitted".

**\* If additional attendees will be added to the account, select events for the first attendee registration before adding other attendees (see step 3)\***

**Always be sure to click the "save changes" button to save any changes to a registration before leaving that web page or leaving the site. You can also log-in with the account email address and password at a later time to view or make changes before submitting your registration(s).**

### **STEP 3. ADDING ADDITIONAL ATTENDEES TO AN ACCOUNT:**

- Use “**DUPLICATE ENTRY**” button If an attendee will have the same events as another attendee. **Note- this function only works on registrations which have not yet been submitted for payment.**

Click the box next to the name of the registration whose events are to be copied to a new attendee, then click the “**duplicate entry**” button. The (pink) contact information fields will appear for a new attendee. Fill in the name and edit the contact information/age category as needed, then “save changes” to update. The new attendee registration will appear in the summary table as well as the amount for the duplicated events. At this point the totals should be the same. Changes can be made to either registration as desired by clicking on the name in the summary table, changing event selections, then “save changes” to update the events and total.

- Use “**ADD ANOTHER ATTENDEE**” button if an attendee will have mostly different events, or the attendee is being added after the other registration(s) have been submitted.

Click the “**add another attendee**” button, enter the attendee name, edit the contact information fields/age category as needed, select events, then “save changes” to update.

**\*Please note that a place will NOT be held in your selected events until your registration has been SUBMITTED FOR PAYMENT (step 4).**

### **STEP 4. SUBMITTING REGISTRATION:**

- Clicking on the "submit and proceed to checkout" button will process ALL unsubmitted registrations. You may submit and pay for one or more registrations at a time by checking the box next to a name, then clicking "submit and proceed to checkout".
- Select a payment method CHEQUE or PAY PAL. You can use a PayPal guest account (click "payment by credit card" at the bottom of the page). Pay Pal uses a secure site for payment and does not retain your personal information from a guest account.

A confirmation email will be sent to the account user for all submitted registrations. Please add "info@friendsofmacgregor.org" to your contact list so your confirmation does not go into your spam folder.

**\*\*\*Please check that your selected events are listed in your confirmation email. Contact the registrar immediately if adjustments are needed\*\*\***

**SUBMITTED REGISTRATIONS CANNOT BE CHANGED BY THE ATTENDEE**

**CONTACT THE REGISTRAR TO ADD or CHANGE EVENTS (huronfringebirdfest@gmail.com or 519-375-1889).**