STEP 1. Complete the attendee information (including age category) for the first attendee.

STEP 2. Click on the desired date bar for each day of the Festival to view the events. Click the box next to the event title to select the event.

- As events are selected, the single event fees will be tallied on the right side of the page; the appropriate package rates are applied automatically when applicable. Additional fees (per person for certain events) will be shown separately.

STEP 3. Click the SAVE CHANGES button to save the attendee registration in the summary table.

- Proceed to Step 4 unless additional attendees will be added to the account. Event spots are not reserved until registrations are submitted for payment in Step 4.

- To **copy the events of one attendee as a starting point for a new registration**, click the box to the left of the attendee name whose registration is to be copied, then click the DUPLICATE ENTRY button. Enter the name of the new attendee, edit the contact information if applicable, add or change any events as desired, then click the SAVE CHANGES button. The new attendee registration will now show in the summary table. Repeat the duplicate entry process if desired for additional attendees.

- To create a **completely new registration**, click the ADD ANOTHER ATTENDEE button and complete steps 1-3 again.

- Changes can still be made to any unsubmitted registration. Click on the name in the summary table, change or add/delete events, then click the SAVE CHANGES button to update the registration.

STEP 4.   Click the SUBMIT & PROCEED TO CHECKOUT button to submit all the registrations in the account. If you wish to submit only some of the registrations at this time, click the box to the left of the desired name(s), then click the SUBMIT button. EVENTS WILL NOT BE RESERVED UNTIL PAYMENT IS RECEIVED.

- Click to accept the terms and conditions (click the text to view the details)

- Click the PAY BY PAYPAL or CREDIT CARD button. You can pay using a PayPal account but you do not need to have an account. Scroll down to the bottom of the PayPal payment page to click the PAY BY CREDIT CARD or DEBIT CARD button. Personal information will NOT be saved by PayPal.

A confirmation email will be sent to the account user for all registrations in the account.

Please add "info@friendsofmacgregor.org" and "huronfringebirdfest@gmail.com" to your contact list so our messages do not go into your spam folder.

Please check that your selected events are listed in your confirmation email

SUBMITTED REGISTRATIONS CANNOT BE CHANGED WITHOUT THE REGISTRAR'S ASSISTANCE.

CONTACT THE REGISTRAR by email at huronfringebirdfest@gmail.com or phone 519-375-1889.