

**Step 1. PERSONAL INFORMATION FOR FIRST ATTENDEE:** Complete the blank fields, select yes/no consent for email updates and edit the contact information / age category if applicable.

- Click the green SAVE CHANGES button to save the personal information and create a new attendee on the registration page. 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.

<input type="checkbox"/>	Name	Type	Package	Membership	Total	Status	Actions
<input type="checkbox"/>	Bette Jean Martin <a href="#">[edit]</a>	Adult	Single Event Rates Apply	No	--	Unsubmitted	  

↶ Check these boxes to perform below actions on only the checked registration(s).

Submit All and Proceed to Checkout >

+ Add Another Attendee

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

- Scroll down the page to the desired green 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 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) and **Total** (owing).
- Clicking on the icons (symbols) under **Actions** will perform the following optional functions with that registration: DELETE (red “garbage can”); DUPLICATE REGISTRATION (green “overlapping pages”); VIEW SELECTED EVENTS (green “down arrow”).

A sample list using the VIEW SELECTED EVENTS **Actions** arrow icon is shown below.

<input type="checkbox"/>	Name	Type	Package	Membership	Total	Status	Actions
<input type="checkbox"/>	Bette Jean Martin <a href="#">[edit]</a>	Adult	Single Event Rates Apply	No	\$44.00	Unsubmitted	  

**Events**

A01 MID PENINSULA BIRDING - [Michael Carlson](#)  
 B07 CHANTRY ISLAND 1 \* - [Marine Heritage Society / Margaret Anderton](#)

↶ Check these boxes to perform below actions on only the checked registration(s).

Submit All and Proceed to Checkout >

+ Add Another Attendee

**Step 3. ADDING MORE ATTENDEES TO THE ACCOUNT:** If there are no more attendees to add, proceed to Step 4.

- **To copy the events of one attendee to start a new registration:** Click the green “pages” (duplicate registration) icon under **Actions** for the attendee whose unsubmitted registration is to be copied. Enter the name of the new attendee and change any applicable personal information, yes/no consent for emailed updates, new/repeat attendee or age category. Click SAVE CHANGES to save the 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 (duplicate) 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.

<input type="checkbox"/>	Name	Type	Package	Membership	Total	Status	Actions
<input type="checkbox"/>	Bette Jean Martin <b>[edit]</b>	Adult	Single Event Rates Apply	No	\$44.00	Unsubmitted	  
<input type="checkbox"/>	Doug Martin <b>[edit]</b>	Adult	Single Event Rates Apply	No	\$44.00	Unsubmitted	  

 Check these boxes to perform below actions on only the checked registration(s).

Submit All and Proceed to Checkout >  + Add Another Attendee

- **To create a completely new registration and select events:** Click the green ADD ANOTHER ATTENDEE button and complete steps 1-3 again.
- Changes can be made to any unsubmitted registration. Click **[edit]** to open the registration, 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** down arrow icon for all desired attendees.

**Step 4. SUBMITTING REGISTRATION(S):** Click the green SUBMIT & PROCEED TO CHECKOUT button to submit all the registrations in the account. Events will NOT be reserved until payment has been received. If one of the selected events fills while payment is being processed, that event will be removed from the registration.

#### Step 4. SUBMITTING REGISTRATION(S)...continued

If you wish to submit only some of the registrations, click the box beside the desired attendee name(s) and then click the green SUBMIT CHECKED & PROCEED TO CHECKOUT button.

<input type="checkbox"/>	Name	Type	Package	Membership	Total	Status	Actions
<input checked="" type="checkbox"/>	Bette Jean Martin <a href="#">[edit]</a>	Adult	Single Event Rates Apply	No	\$44.00	Unsubmitted	  
<input type="checkbox"/>	Doug Martin <a href="#">[edit]</a>	Adult	Single Event Rates Apply	No	\$44.00	Unsubmitted	  

 Check these boxes to perform below actions on only the checked registration(s).

Submit Checked and Proceed to Checkout >

 Delete Checked

+ Add Another Attendee

- Click to accept the [terms and conditions](#) (click the text to view the details) to continue to the PayPal site.
- Log into your PayPal account or click the PAY WITH A CREDIT CARD OR VISA DEBIT CARD button if you do not wish to pay using a PayPal account. PayPal will ask if you wish to create an account but you can click “no thanks” or “not now” to continue. Complete the payment information fields and click SUBMIT. You will need to click to agree to the use of your information to process this one-time payment with your credit card company.
- Once payment has been approved, PayPal will redirect you to the registration page in your Festival account (wait - this takes a few seconds). A “Thank you for registering....” message should show toward the top of the page and your registration(s) will say “Paid by PayPal” in **Status**. Submitted registrations can be viewed by clicking [\[view\]](#) near the attendee name. Any changes will need to be made by the Registrar.

**A confirmation email will be sent to the account user. If the message does not appear in your inbox, spam/junk or all mail folder within 10 minutes, contact the Registrar for confirmation.**

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

**ONCE SUBMITTED, REGISTRATIONS CANNOT BE CHANGED WITHOUT THE REGISTRAR’S ASSISTANCE.**

**Contact the Registrar at [huronfringebirdfest@gmail.com](mailto:huronfringebirdfest@gmail.com) or 519-375-1889**