

The Halton Outdoor Club

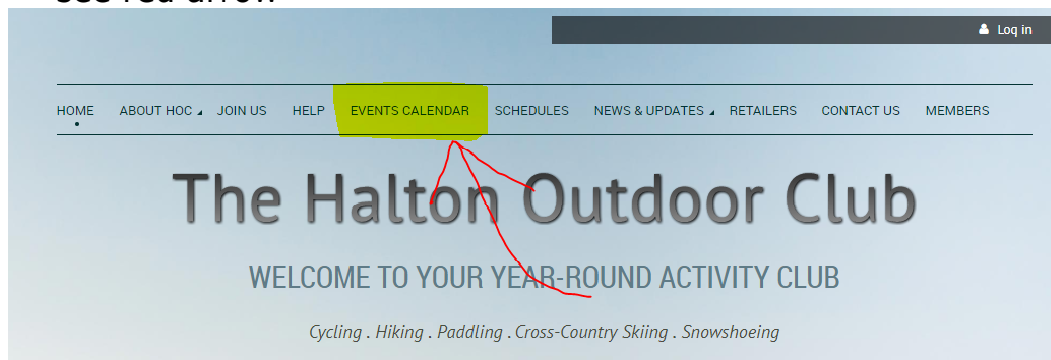


How To Register for an Event - When family members share an email address

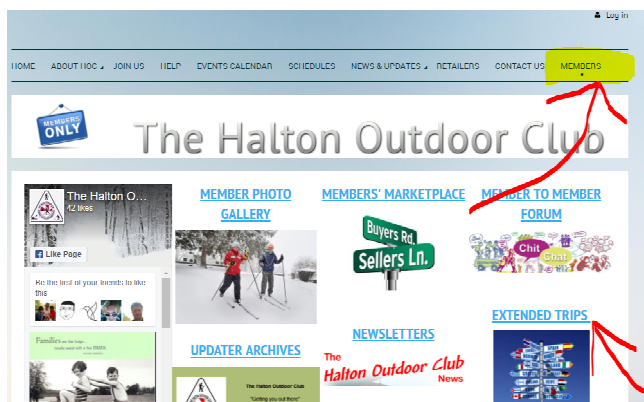
Please Note: The system is most efficient when each family member provides the club with a unique email address. The Family Bundle Administrator may add an email address for every family bundle member. However, if you prefer to use one email address, then that address will be associated with the bundle administrator's account. The Bundle member will not have an email address associated with his/her club account and will have no access to his account.

To register both spouses for trips/events, follow the instructions below.

1. Login. This lets the system recognize you as a member.
2. Find the registration screen for the Event
 - a. If you know the date of the event, then go to [EVENTS CALENDAR] – see red arrow



- b. OR...if it is an Extended / Overnight Trip in the distant future, you can get there faster by going to the Members page and Clicking on Extended Trips



3. Select the event you want and click to reveal the registration screen for that event.

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4.If registration is open for that event, you will see the [Register] button



Register

Register

5.Click "Register": Because you are logged in, Auto-fill takes over and enters one of your names (usually the Bundle Administrator). *Your spouse / family members must be listed as Family Bundle members on your profile for them to receive the member rate.*

- a. **Both of you want to register:** One of your names is on the form.
 - i. Continue with the registration for this first person, and follow the suggested actions. Go all the way to the pay screen – but don't complete the payment. Instead, click cancel to leave the Pay Screen and go back to the HOC website.
 - ii. Start again. Find the event and get to the registration screen and again click "Register". There is a button that says "New registration". Click on that button. ***Don't use the guest registration button or he/she will be charged at the Guest rate.***

SKI DAY TRIP SAT. FEB. 24 2018 ALLEGANY

[Add to my calendar](#)

Event	Ski Day Trip Sat. Feb. 24 2018 Allegany 24 Feb 2018 7:30 AM - 8:00 PM Location: Allegany New York
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EVENT REGISTRATION

New registration

Date	Registration	Status
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- iii. ***When the register screen appears, this time, delete the name you already registered and enter the name of the second spouse / family member.*** Follow the actions suggested on the registration screen. Go all the way to the pay screen and make payment for both registrations.

- b. **Only one of you wants to register:** If Auto-fill is right and the correct name appears in the name fields, continue and follow the suggested actions. If not, then delete the incorrect name and type in the correct name. Continue and follow the suggested actions.

If the trip is full you will be offered a chance to go on the Wait List.