The Halton Outdoor Club

How To Register for an Event -
Two Spouses with two different email addresses

*****Either of you can register the both of you from either login. *****

1. **Login!** One of you needs to login. This lets the system recognize you as a member.

2. Go to [EVENTS CALENDAR]

3. Choose the Date: Look at the online Events Calendar and choose the date and event you want, then click on it to see the registration screen for that event.

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

5. Click "Register"

: Because you are logged in, Auto-fill takes over and enters your email address and member data.

6. Continue with the registration for this first person, and follow the suggested actions so you will reach the "Review and Confirm" screen.

7. **Choose to Pay** with Credit Card or PayPal and proceed to the pay screen. (Below is a picture of the pay screen)

8. Make sure you don't cancel at the "Review and Confirm" screen: **Go all the way to the pay screen**

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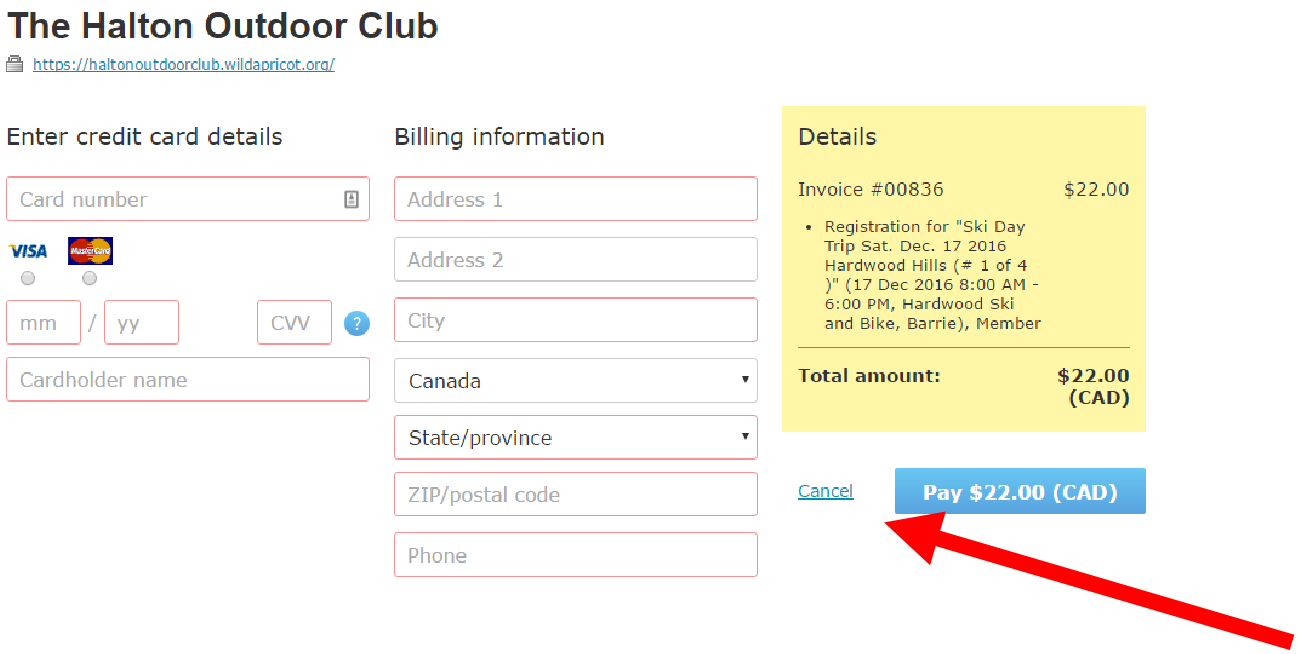
9. But **don't complete the payment yet**. Instead, click "cancel" to leave the Pay Screen and go back to the HOC website.[1] SEE IMAGE BELOW. The cancel button is very small. The arrow points to it.



10. After you click "Cancel" on the payment screen, navigate back to the Calendar and click on the same date/trip again. Don't be distracted by options presented, just go right back to square one and choose the date and trip you want.
11. Click "Register". This time, in the email field, **replace your email with the email address of the other member you want to register**.[2] Follow the suggested actions on the screen. i.e. click "Next" or click the "New Registration" button. Choose "Member" registration type. Auto-fill should take over and fill in the data on the registration form based on the email address given if both profiles are complete.
12. Continue to the Payment Screen and **this time complete payment** for the two registrations

More help… info@haltonoutdoorclub.ca or communications@haltonoutdoorclub.ca

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[1] See the Help Sheet called " How To Register for Multiple Events with One Payment"

[2] *Don't use the guest feature or they will be charged at the Guest rate.*