

Signing up for an event on the Rotary Club of Millbrae website

Our current website includes a built-in Event Management feature which both members and non-members to register for an event on-line.

Click on the link provided on the home page to start the registration process. You will see the basic registration screen as shown below. Fill in all (*) required fields and your meal choice under comment then click **NEXT**.

Events - Basic Registration

Welcome to the Registration Page for the **June 10, 2009 Quadruple Celebration**, beginning **June 10, 2009 at 06:00 AM**

If you have previously registered for this event, click [MY REGISTRATION](#)

Basic Registration

Enter information for a new Event Registration (non-members).

*** = Required**

First Name(*):

Last Name(*):

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Phone Number(*):

Email Address(*):

Badge Name:

Company Name:

Company Website:

Comment:

Contact Registrar:

You will now see the Events – Guest List as shown below. Fill in each guest, enter their meal choice under Comment and click **NEXT**.

Events - Guest List

June 10, 2009 Quadruple Celebration Guest List for Judy Clarke

Basic Registration Guest List Event Choices Registration Status and Payment

Current List of Guests

Add a New Guest Below:

First Name: Last Name:

Comment:

You will now see the Events – Event Activities window as shown below. Select the entrees for you and your guests by editing the quantity field for each choice. If you had two guests, you should have a total of 3 entrees. The example shown below shows a selection of 1 Cheese Ravioli and 0 Flat Iron Steak and 0 Salmon. Click **NEXT** when done.

Events - Event Activities

June 10, 2009 Quadruple Celebration Choices List for Judy Clarke

Basic Registration Guest List **Event Choices** Registration Status and Payment

Event Choices

Current List of Event Choices

Participant	Activity Name	Choice/Price	Quantity
Judy Clarke	Cheese Ravioli (Required)	\$45.00	1
Judy Clarke	Flat Iron Steak (Required)	\$45.00	0
Judy Clarke	Salmon (Required)	\$45.00	0

Maintain Event Choices

To update a participant's choices, select the name:

To add an activity for the selected participant, enter a quantity for every item desired; check "on" each item's checkbox, then click Update Choices to update the list below. To remove an item, change the quantity to zero, clear the checkbox. Then, click on Update Choices.

Activity Name	Choice/Price	Quantity	
Cheese Ravioli	\$45.00	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
Flat Iron Steak	\$45.00	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
Salmon	\$45.00	<input type="text" value="0"/>	<input checked="" type="checkbox"/>

You will now see the Events – Status and Payment window as shown below. The example shown below has only one payment option – check or cash. The current list of event choices is currently not operational so don't let that confuse you. Click on **Complete Registration** to finalize the registration process.

Events - Status and Payment

June 10, 2009 Quadruple Celebration Registration Status and Payment

Please review your registration information. If you wish to pay by credit card, click on the PayPal option and then click on Complete Registration. The PayPal button will appear; click this button to proceed with the credit card payment.

Basic Registration	Guest List	Event Choices	Registration Status and Payment
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Registration Status and Payment

Registration Number: **769**

Registration Status: **In Progress**

Payment Amount Due: **\$45.00**

Check Number:

Payment Transaction ID:

Payment Date:

Payment Option: Check or Cash

Complete Registration

Save

Cancel/Return

Registrant Information

Name: **Judy Clarke**

Address:

City, State Zip: , **USA**

Phone Number: **650-270-8423**

Email Address: **jclarke@cashin.com**

Current List of Event Choices

Participant	Activity Name	Choice/Price
Judy Clarke	Cheese Ravioli (Required)	\$45.00
Judy Clarke	Flat Iron Steak (Required)	\$45.00
Judy Clarke	Salmon (Required)	\$45.00

You will now see the updated Events – Status and Payment window as shown below. The example shown below requests that you send your payment to the P.O. Box. You can click on any of the sections to make changes – Basic Registration, Guest List and Event Choices. You can also make changes to these sections later.

Events - Status and Payment

June 10, 2009 Quadruple Celebration Registration Status and Payment

Please review your registration information. If you wish to pay by credit card, click on the PayPal option and then click on Complete Registration. The PayPal button will appear; click this button to proceed with the credit card payment.

Basic Registration Guest List Event Choices Registration Status and Payment

Your Registration is complete. Please send payment (check) to Rotary Club of Millbrae P.O Box 23 Millbrae, CA 94030.

Registration Status and Payment

Registration Number: 769	Payment Option: <input checked="" type="radio"/> Check or Cash
Registration Status: confirmed - unpaid	
Payment Amount Due: \$45.00	<input type="button" value="Complete Registration"/> <input type="button" value="Save"/>
Check Number:	<input type="button" value="Cancel/Return"/>
Payment Transaction ID:	
Payment Date:	

Registrant Information

Name: **Judy Clarke**
 Address:
 City, State Zip: , **USA**
 Phone Number: **650-270-8423**
 Email Address: **jclarke@cashin.com**

Current List of Event Choices

Participant	Activity Name	Choice/Price
Judy Clarke	Cheese Ravioli (Required)	\$45.00
Judy Clarke	Flat Iron Steak (Required)	\$45.00
Judy Clarke	Salmon (Required)	\$45.00

Questions – email Judy Clarke at judy@judyclarke.com. Thanks for using the registration system!