HOW TO REGISTER FOR A BOOMERS ROCK EVENT

The purpose of this document is to describe the process steps that are required to register yourself and guests to a Boomers Rock event.

1. Go to http://www.boomersrockhsv.com

2. Make sure you are logged in.
If you see a log in button at top of your screen you are not logged in. To log in, click on the button and enter your info. You will get a welcome message.

If you see your name at the top of the screen you are logged in and ready to proceed.

3. Navigate to your desired event.
At the top of the screen you will see:

HOME	ABOUT BOOMERS	MEMBERSHIP	EVENTS	SMALL GROUPS

Point your cursor over **EVENTS** and a pull-down menu will appear. Click on **UPCOMING EVENTS**.

Click on **ALL EVENTS.** You will see a list of the upcoming events. Scroll down the screen until you see your event. You can also select **Switch to Calendar View.** Select your event by scrolling thru the months.

Upcoming Events

📅 **Switch to Calendar View**

Scroll thru the calendar until you see your event. Once you find your event, click on Register as shown below.

SMALL GROUP! Boomers Golf

🕐 **When**   10 Mar 2019
12:00 PM

Location   Cortez Golf
Course, 299
Cortez Road

Spaces   4
left

Registered **20 registrants**

REGISTER

Boomers Rock Monthly Golf Scramble

3. Register the member who is logged in.
You will see a screen with the Event information followed by the e-mail address of the signed in member.

February Bunco for Boomers   📅 **Add to my calendar**

Event	February Bunco for Boomers 27 Feb 2019 5:00 PM - 8:00 PM Location: Molly O'Brien's, 8913 Park Ave.

Enter registrant email   ***** Mandatory fields

e-Mail   gregdahlstrom@yahoo.com

CANCEL   **NEXT**

Click **NEXT** and the system will display the information on record for the member.

Boomers Trail Masters hike ➔ 📅 Add to my calendar

Event Boomers Trail Masters hike
03 Mar 2020 10:00 AM
Location: Balboa Trail
Registration type RSVP only

Enter registration information   * Mandatory fields

First name   Greg
If you're a member, or may become a member someday, please enter name as you want it to appear on your membership badge.

Last name   Dahlstrom

e-Mail   gregdahlstrom@yahoo.com

DO NOT CHANGE THIS INFORMATION!!!   If the person shown is not who you want to register, select **CANCEL**, then **LOG OUT**, and log back in under the correct member with the correct email address.

If the information is <u>not</u> up to date, proceed with your reservation and then update your profile afterwards.

Public list of event registrants

☑ Include name in list of event registrants
You may wish to exclude your name for privacy or security reasons

Check the box as shown above to allow others to see that you have registered for the event.

When	**29 Jan 2020**
	7:00 PM
Location	Beehive Neighborhood Hangout, 220 Minorca Road
Spaces left	21
Registered	**39 registrants**

Register

This screen shot at the left is from the event calendar. Note that "39 registrants" is a link. Click on the link and you will see who is already registered

If you **ARE NOT** adding a spouse or guest click on **NEXT** at the bottom of the screen to complete your registration. Skip to step 5.
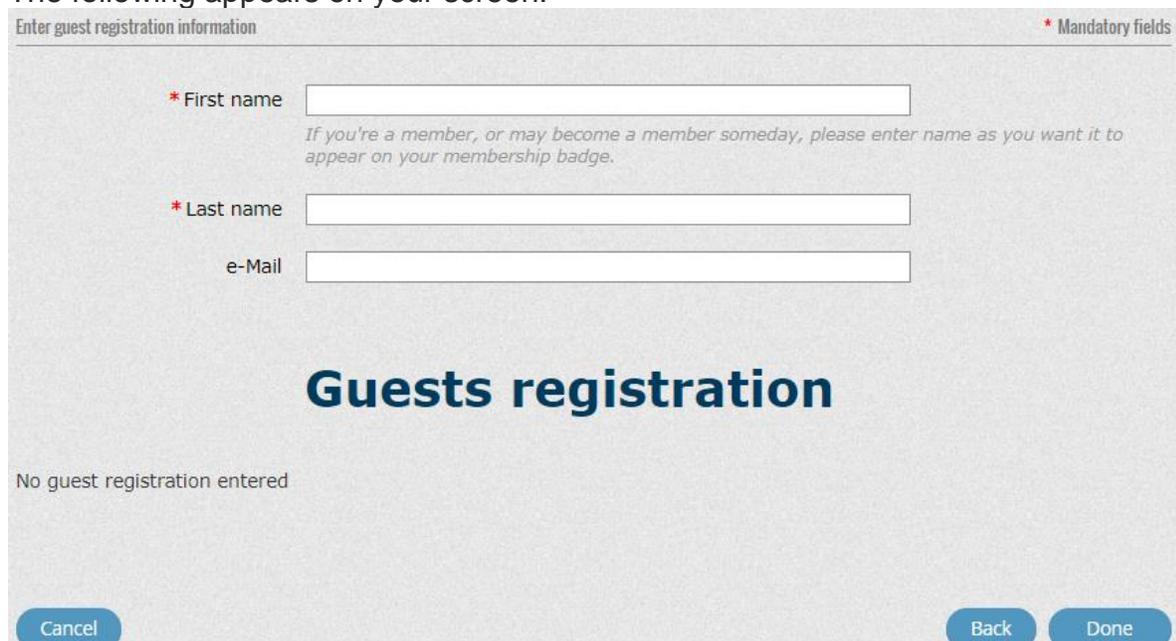
4. To Register a spouse or guests

Click on "add another attendee"

The following appears on your screen.

Enter the first and last name of your first guest and click on **DONE.**

The following will appear:

The person you registered will appear. **IF** you want to enter another guest, click on **add another attendee**. If not click on **Next** and you will confirm your registration.

When you click on confirm, your registration is complete. You will be sent an email confirming your registration.

If there is a fee for the event, you will be taken to the payment screen.

After completing your payment you will receive an email confirmation of your payment.

That's all folks!