Calendar and Event Registration - Member

Upon accessing the Calendar module, the current month will be displayed and the current day is highlighted in yellow.

Overview of the Calendar

Use the left and right arrows to go to the previous and next month, respectively. In addition, by clicking on the current month, a popup window will appear within, which you can specify the month and year to which to which you wish to jump.

List Events – Shows all events in the calendar in a chronologically sorted list. This view can be filtered by event date, name or category.

My Bookings – Displays all events for which the current user is registered.

Print – Allows users to print the calendar in the full month view.

Search Events – Search/filter events within the calendar view.

Sync to Outlook – By clicking on the button, users will be prompted to download the current month of events and sync them with Outlook. This option allows users to view club events on their own calendar with other personal events.

Searching for an Event

Click 'Search Events' to search the club calendar of events. Searching gives uses the capabilities to find events with a specific name, category, and registration parameters such as availability. In addition, users can search for events they have already registered for.

List Events View

You will notice that you have more options in this view. Users can sort events by Event Date/Event Name/Category by using the drop down on the left, defaulted to 'Event Date', and select how many events to view per page on the right. Administrators will have additional buttons to the right, such as:

There are two ways to search in list view. Through 'Quick Search' or by 'Search Events'. By default 'Quick Search' will be set to "Next 30 days". You can view the various options by clicking on the drop down menu. By clicking on the 'Search Events' button it is similar to the calendar view except for one additional option - when searching the 'List Event' you will have the ability to select a date range.

How to register for an event

There are two different registration methods to register for a particular event, both of which we will discuss further:

1. Regular registration – allows you to answer specific questions that pertain to the actual event for which you are registering (this is not a common registration).
2. Quick registration – provides you a simpler method to RSVP to an event. Gives you a simple input box to specify the number of guest you will be bringing with you (this is the most common registration).

When you click on the event name you will then land on the full description of the event. You

can then register for the event by clicking on the "Register for Event" button.

Regular Registration

After clicking on the "Register for Event" button you will land on the registration page and asked to provide additional details for your registration. Certain questions are mandatory and are marked as such. Once all the necessary details have been provided, simply click on 'Ok' to proceed.
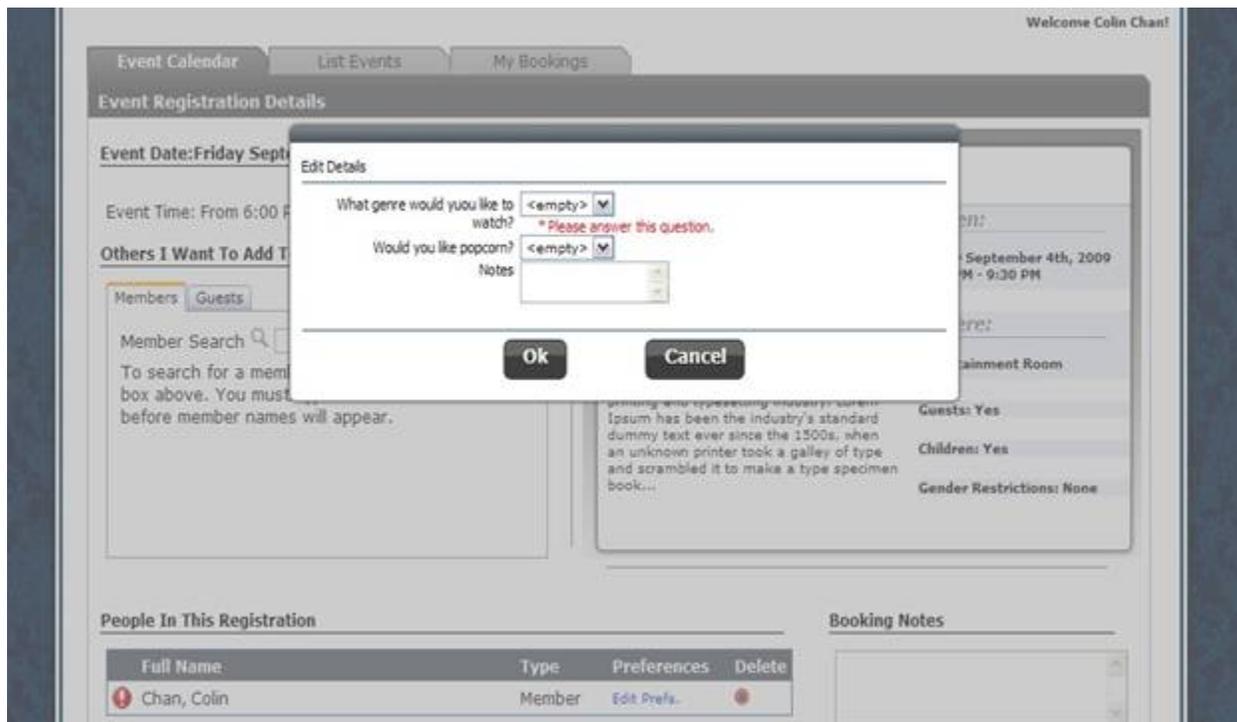
After completing the question(s) you may search for other members by inputting the first two characters of their last name. You also have the option to invite a guest if the event allows guest registration. You must enter in the guests' first and last names, while email address is optional. Click on the 'Complete Registration' button once you have completed adding all of the attendees and, if configured, an email confirmation will be sent out to all and you will be brought to a confirmation screen.

Event Registration Details

Event Date:Friday September 4th, 2009

Event Time: From 6:00 PM to 9:30 PM

Others I Want To Add To My Registration

| Members | Guests |

Member Search 🔍 ac

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Ackerman III, Ronald
Ackerman Jr., "Big" John
Ackerman Jr., William F
Ackerman, Barbara
Ackerman, Barry
Ackerman, Douglas
Ackerman, Jane
Ackerman, John
Ackerman, John
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Event Registration Details

Event Date:Friday September 4th, 2009

Event Time: From 6:00 PM to 9:30 PM

Others I Want To Add To My Registration

| Members | Guests |

First Name: [   ] ●

Last Name: [   ] ●

Email: [   ]

Add Guest

To print your Registration Confirmation, simply click on the 'Print' button, otherwise you can click on the 'Close' button to return back to the calendar.

Quick Registration

To register using "Quick Registration" you will access the event in the same manner by clicking on the event name then on the "Register For Event" button, or in the List Event view by clicking on register.

Your name will appear in the text field "Assign Registration to Member". Enter the number of attendees you would like to register and the click on 'Register'. Once completed, you will be brought to a confirmation screen and an email notification if configured, will be sent.

Registration Confirmation

Confirmation #: 006871
Your registration for **Steak Night 2** has been confirmed.

Registration Assigned to: Chan, Colin

Event Time	Event Location	Number of Attendees
Tuesday September 8th, 2009	Men's Grill	1 Adult 0 (guest) Adults 0 Children 0 (guest) Children

Booking Notes

Print 🖨   Close   X

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My Bookings

The 'My Bookings'-area has a similar look and feel to 'Event List'. The crucial difference being that only those events for which a member has registered or created a registration on another's behalf will be displayed.

Event Calendar	List Events	My Bookings	Manage Events		

Sync to Outlook

Quick Search: No Range   Create New Event   Print   Search Events

● = You Are Registered ● = Event Is Full

Event Date   Events Per Page: 10   ◄ 1 ►

Tuesday, March 17, 2009
☑ ● St. Patrick's Day Buffet
Adult price: $26.95.
5:30 PM - 7:00 PM   Category: Dining   Edit Event | Report | Manage

Saturday, March 21, 2009
☑ ● Movie Night
6:00 PM - 9:00 PM   Category: Entertainment   Edit Event | Report | Manage

Friday, March 27, 2009
☑ ● Friday Night Dinner
Adult price: $50.00.
6:00 PM - 7:00 PM   Category: Dining   Edit Event | Report | Manage

Event Date   Events Per Page: 10   ◄ 1 ►

Updating/Deleting your registration

Within the 'My Bookings' tab you will have the option to update or delete your registration by clicking on the 'Update Reg' or 'Delete Reg' buttons, respectively. If you opt to update, you will have the ability to add or remove attendees from your booking. In the event that you can't make the event simply click on delete registration and a notification will be sent to you and the club via email, indicating the cancellation of your registration.