STEP 1. Complete the attendee information (including age category) for the <u>first</u> attendee. Then proceed to step 2 to add the desired events for that attendee <u>before</u> adding another attendee to the account.

STEP 2. Click on the desired date bar for each day of the Festival to view the events. Click FIRMLY on the box next to the event title to select events.

- As events are selected, the single event fees will be tallied on the right side of the page; the appropriate package rates are applied automatically when applicable. Additional fees (per person for certain events) will be shown separately.

STEP 3. Click the SAVE CHANGES button to save the attendee registration in the summary table. Other attendees can now be added to the account as follows:

- Proceed to Step 4 **unless you wish to add additional attendees to the account.**

- To **copy the events of one attendee to start a new registration**, click the <u>box to the left</u> of the attendee name whose <u>unsubmitted</u> registration is to be copied, then click the DUPLICATE ENTRY button. Enter the name of the new attendee, edit the information fields as appropriate, complete the required (pink) fields and change the age category if applicable, then click the SAVE CHANGES button. The new attendee registration will now show in the summary table with the same total and will contain the same events as the registration that was copied. Repeat the duplicate entry process if desired for additional attendees. (*Please Note: The duplicate entry function will not work with a registration that has already been submitted for payment*)

- To create a **completely new registration**, click the ADD ANOTHER ATTENDEE button and complete steps 1-3 again.

- Changes can be made to any unsubmitted registration. Click <u>on the name</u> in the summary table, add/delete events, then click the SAVE CHANGES button to update the registration. You can <u>view a list of your events</u> at any time by clicking on the DOWN arrow beside each registration. Click on the UP arrow to collapse the list.

STEP 4. Click the SUBMIT & PROCEED TO CHECKOUT button to submit all the registrations in the account. If you wish to submit only some of the registrations at this time, click the box to the left of the desired name(s), then click the SUBMIT button. EVENTS WILL NOT BE RESERVED UNTIL PAYMENT IS RECEIVED. If one of your selected events fills while you are processing your payment, that event will be removed from your registration.

- Click to accept the <u>terms and conditions</u> (click the text to view the details)

- Click the PAY BY PAYPAL OR CREDIT CARD button. You can pay using a PayPal account but you do not need to have an account. Scroll down to the bottom of the PayPal payment page to click the PAY BY CREDIT CARD OR DEBIT CARD button. PayPal will ask at some point if you wish to create an account but you can decline. Complete the payment information fields and click SUBMIT. Once payment has been approved, PayPal will redirect you to the registration page in your Festival account (this takes a few seconds). A "Thank you for your payment..." message will show toward the top of the page and your registrations will be marked "Paid by PayPal".

A registration confirmation email will be sent to the account user for all registrations in the account.

Please add "info@friendsofmacgregor.org" and "huronfringebirdfest@gmail.com" to your contact list so our messages do not go into your spam folder.

Please confirm that your selected events are listed in your confirmation email

SUBMITTED REGISTRATIONS CANNOT BE CHANGED WITHOUT THE REGISTRAR'S ASSISTANCE.

CONTACT THE REGISTRAR by email at huronfringebirdfest@gmail.com or phone 519-375-1889.