

REGISTRATION INSTRUCTIONS

Step 1. PERSONAL INFORMATION FOR FIRST ATTENDEE: The email and address / phone number will auto-fill based on the *account holder's* account information. Complete the blank fields, select yes/no for email updates and *change the email, address, phone numbers, vehicle plate # and age category if applicable*. If you only have a cell phone #, enter it in both phone fields. Cell phone numbers are important so that we can reach you during the Festival. **Your vehicle plate number is now required for your parking pass for any vehicles in the Park..**

- Click the red SAVE CHANGES button to save the personal information. The attendee name will show in a summary table as “unsubmitted” under **Status**. The other columns will change once events are added.
- Do NOT add additional attendees at this point.

Name	Type	Package	Membership	Total	Status	Actions
[edit] Sarah Smith	Adult	Single Event Rates Apply	No	-	Unsubmitted	   

Submit All and Proceed to Checkout > + Add Another Attendee

Step 2. SELECTING EVENTS FOR FIRST ATTENDEE: Click the word **[edit]** near the attendee name to open the registration so that events can be selected.

- Scroll down the page to the desired red date bar for each day of the Festival to view the events for that day. Click on the box next to the event title to select an event. As events are selected, the single event fees will be tallied in the Price Summary; the appropriate package rate is applied automatically when applicable. Additional or Special event fees (per person for certain events) will be shown separately. To learn more about a leader, click on the leader name in the event description.
- Once all events have been selected, click SAVE CHANGES to update the registration. The attendee registration line will now show the **Package** (if applicable), **Total** (owing) and **Status**.

Name	Type	Package	Membership	Total	Status	Actions
[edit] Sarah Smith	Adult	Single Event Rates Apply	No	\$84.00	Unsubmitted	   

Submit All and Proceed to Checkout > + Add Another Attendee


Clicking on the icons (symbols) under **Actions** will perform the following optional functions with that registration:

DELETE (red “garbage can”) deletes that registration;

DUPLICATE REGISTRATION (burgundy “overlapping pages”) duplicates the personal info and events in that registration to edit for a new attendee;

SUBMIT REGISTRATION (burgundy “right arrow”) submits only that registration;

VIEW SELECTED EVENTS (burgundy “down arrow”) shows the selected events in that registration; close the event list by clicking the burgundy “up arrow” that appears.

Name	Type	Package	Membership	Total	Status	Actions
[edit] Sarah Smith	Adult	Single Event Rates Apply	No	\$84.00	Unsubmitted	   

Events

A01 BIRDING NEYAASHINIGMIING - CAPE CROKER *  - Miipoon (Anthony Chegahno) / Jarmo Jalava

A10 A BIG YEAR - Kiah Jasper

A15 JOY OF BIRDING  - Mark Wiercinski

Step 3. ADDING MORE ATTENDEES TO THE ACCOUNT:

If there are no more attendees to add, proceed to Step 4.

Please Note: If there will be multiple attendees in one account with different addresses, registration may be more efficient/faster if one person from each household creates their own account and registers their attendees.

- **To add an attendee who will have the same (or mostly the same) events as an existing attendee:**
Click the burgundy “pages” (DUPLICATE REGISTRATION) icon under **Actions** for the attendee whose registration is to be copied. This will auto-fill the email and personal information of the copied registration.

If any of the duplicated events have filled, a prompt will appear; click OK to continue.

Enter the name of the new attendee, select yes/no consent for emailed Festival updates and change the personal information if the attendee does not reside in the same household as the copied registration.

Click SAVE CHANGES to save the new registration. 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.

If desired, click **[edit]** to open the (duplicated) registration and add/delete events.

Click SAVE CHANGES to update the registration. Any changes made that impact the number of events or eligible package & pricing will be reflected in the registration summary line.

- Repeat the duplicate registration process if desired for additional attendees with the same events.

Name	Type	Package	Membership	Total	Status	Actions
[edit] Sarah Smith	Adult	Single Event Rates Apply	No	\$84.00	Unsubmitted	   
[edit] Jacob Smith	Youth (age 10-21)	Single Event Rates Apply	No	\$42.00	Unsubmitted	   

- **To create a completely new registration and select events:**
Click the red ADD ANOTHER ATTENDEE button and complete steps 1 & 2 again. Again, please change the new attendee personal information if not in the same household.
- **Changes can be made online to any unsubmitted registration:**
Click **[edit]** to open the registration, then add/delete events or edit any of the fields and click SAVE CHANGES to update the registration.
Event lists for multiple registrations can be displayed simultaneously by clicking the **Actions** “View Registration” down arrow icon for all desired attendees.

It is recommended that you view your selected events prior to submitting the registration(s). Click the far right down arrow icon (view events) under ACTIONS for each attendee.

Step 4. SUBMITTING REGISTRATION(S):

EVENTS WILL NOT BE RESERVED UNTIL PAYMENT IS RECEIVED.

- Click the SUBMIT ALL & PROCEED TO CHECKOUT button to submit all of the registrations in the account. If you wish to submit only one of the registrations at a time, click the right-facing arrow “Submit Registration” icon under **Actions** beside the desired registration.

Name	Type	Package	Membership	Total	Status	Actions
[edit] Sarah Smith	Adult	Single Event Rates Apply	No	\$84.00	Unsubmitted	[edit] [view] [submit] [down arrow]
[edit] Jacob Smith	Youth (age 10-21)	Single Event Rates Apply	No	\$42.00	Unsubmitted	[edit] [view] [submit] [down arrow]

Submit All and Proceed to Checkout >

+ Add Another Attendee

- Click to accept the terms and conditions (click the text to view the details) to continue.

NEW THIS YEAR!

Your events will be held for 15 minutes. If the time expires before payment is made, the events will be released to the public.

If one or more of your events filled before you clicked the SUBMIT button, a prompt will appear asking if a waiting list request should be created for an attendee(s).

- Click the appropriate box(es).

- If all of your selected events have filled and there is **no payment owing** for other events: Click the SUBMIT REGISTRATION button to create the Waiting List request(s) and return you to your Festival account page summary. There will be no events in your registration.

Waiting List

The following events are full. Check off any events you wish to be placed on a waiting list for:

- A11 - STORM BIRDING f
- A43 - ORNITHOLOGY 101 f

Payment Options

No payment required.

Submit Registration

- Otherwise, Click the PAY BY PAYPAL OR CREDIT CARD button.

Waiting List

The following events are full. Check off any events you wish to be placed on a waiting list for.

- A11 - STORM BIRDING f

Payment Options

Pay by PayPal or Credit Card

- A PayPal payment screen will appear. You can pay using a PayPal account or you can click the PAY BY CREDIT OR VISA DEBIT CARD button to pay without a PayPal account.

- The “Check out as a guest” screen asks for your email to continue as a guest.
- Fill in your email address click the CONTINUE TO PAYMENT button.
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\$59.00 CAD

\$59.00 CAD

Pay with debit or credit card

We don't share your financial details with the merchant.

Country/Region Canada	
Email	
Phone type Mobile	Phone number +1

Billing details

Card number	
MM / YY	CVV
First name	Last name
Address line 1	
Address line 2 (optional)	
City	
Province	
Postal code	

Save info & create your PayPal account

You agree to PayPal's [Privacy Statement](#) and confirm you're of legal age.

We'll preauthorize up to \$59.00 CAD on your card, then send you back to the merchant to complete your purchase. If you don't complete it or the purchase amount changes, any pending preauthorizations usually drop off within one business day.

Pay now as guest

- Complete the payment information fields; if out of the country, click the down arrow at the right of the Country field

- Below the Postal Code field, the slide button to the right of **“Save info & create your PayPal account”** will be positioned to the right (YES)

To continue with payment as a guest, click on the slide switch to move it to the left (NO) (as shown)

*** The SAVE INFO & CREATE YOUR PAYPAL ACCOUNT section (with slide switch) may only appear once you have completed your personal information.*

- Click the PAY NOW AS GUEST button at the bottom of the page.

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 registration(s) will be marked "Paid by PayPal".

Name	Type	Package	Membership	Total	Status	Actions
[view] Sarah Smith	Adult	Single Event Rates Apply	No	\$84.00	Paid by Paypal	 
[edit] Jacob Smith	Youth (age 10-21)	Single Event Rates Apply	No	\$42.00	Unsubmitted	   

*****Please check your events and/or Waiting List requests*****

An email with a unique link to our new electronic Festival Waiver will be sent to each attendee, based on the information in their registration.

This waiver is required in advance for registrations submitted prior to the Festival.

A confirmation email will be sent to the account user containing the registration information for all attendees in the account. Any waiting lists automatically created during registration payment will be summarized. If the message does not appear in your inbox or spam/junk/all mail folder within 10 minutes, contact the registrar for confirmation.

Contact the Registrar by email at huronfringebirdfest@gmail.com or 519-375-1889 to make changes.

Waiting Lists - If you wish to submit additional requests for full events after completing your registration(s), log into your account and click on the WAITING LIST tab at the top of your account registration page to complete a request form. Click in the ATTENDEE field to bring up a list of the attendees in your account. Select a name and edit any of the personal information if it is not correct. Complete the rest of the form, then click the ADD TO WAITING LIST button.

Registration

Registrations **Waiting List** Edit Account Logout

Waiting List

The Registrar will contact you if a spot becomes available. Waiting Lists only apply to the current Festival.

* Indicates a required field.

Contact Information

Attendee *

First Name *

Last Name *

Email *

Safely for contact during the festival

Phone Number *

Cell Number

Safely for contact during the festival

Event

Event *

How many spots are needed for your group.

Please list other participant names for groups who wish to be together on the event and alternate events chosen in the meantime. Please understand that waiting list requests for groups become more challenging closer to the Festival. If a group does not wish to split up for a lower number of available spots, the next person on the waiting list will be contacted.

Add To Waiting List Cancel