

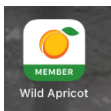
Managing your Event Registrations Using your iPhone or iPad

This document will show you:

- **Part 1:** How to register for an event
- **Part 2:** How to check which events you are registered in (especially useful if you are on the event waitlist)
- **Part 3:** How to cancel an event registration

You will need the FREE **Wild Apricot for members** app. If you don't have it, install it from the App Store.

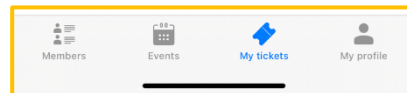
To start:



Open the **Wild Apricot for members** app on your iPhone or iPad.

The screen you see will be your profile.

The main menu is at the bottom.

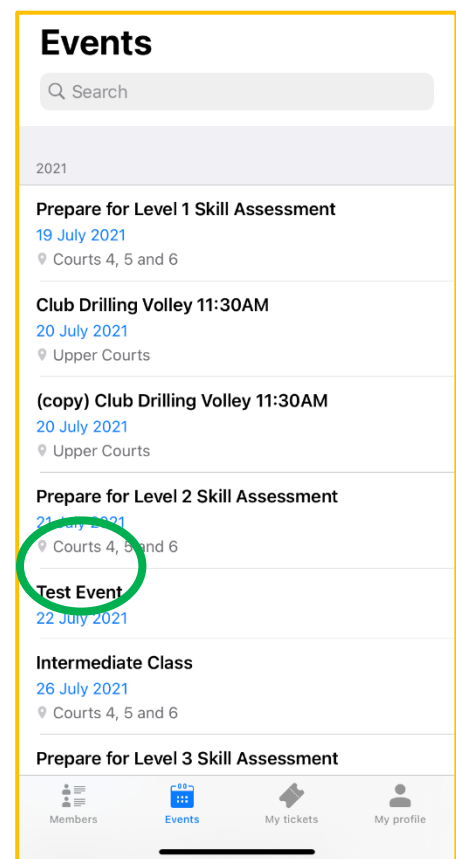
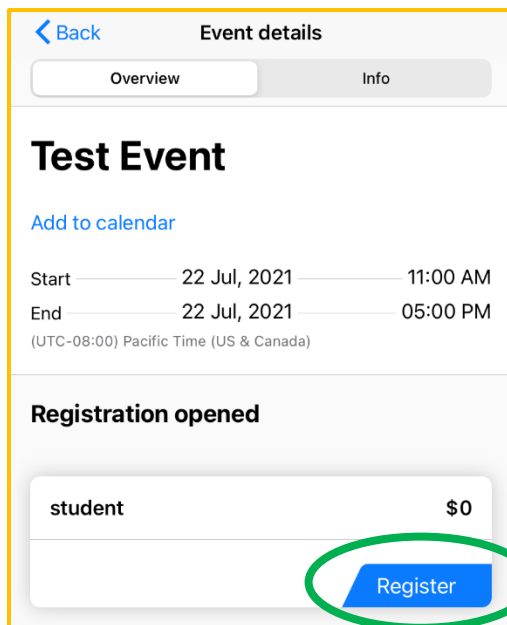


Part 1: Register for a Event

Tap **Events** on the main menu at the bottom of the screen. You will see a list of upcoming events.

For example, if Test Event is the one you want, tap on it.

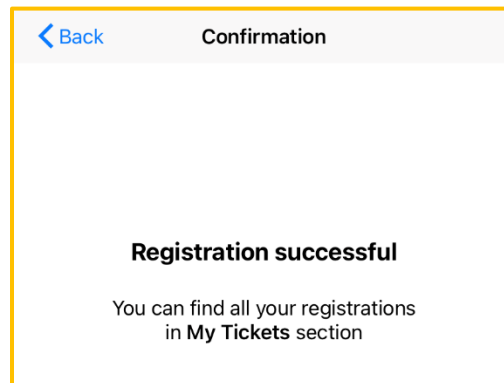
The next screen (below) shows the event details.



To register for this event, tap on **Register** on the event details screen.

If asked to enter a registration code, enter the one you received by email for this event.

Continue to complete the registration. When completed, you will see this confirmation screen:



Terminology Clarification:

The words “event” and “ticket” are used in the app without definition of their meaning. The table below provides guidance.

Word in the app	Think of it as:
Event	An event or class
Ticket	An event or class you have registered for

Part 2: Check Your Registered Events

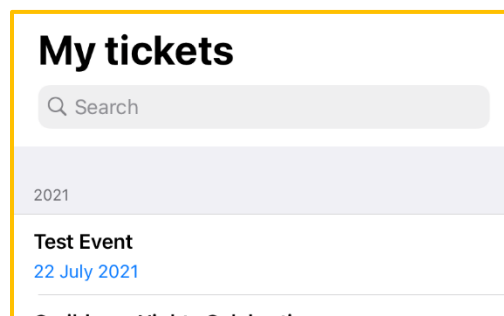
When you register for an event, the system sends you a confirmation email.

- If you are not sure if you are registered for an event, or,
- If you want to see if you moved from waitlist to registered status

Open the app and tap on **My Tickets** on the main menu at the bottom.



The next screen will list the events you are registered in (your tickets).



In this example, it shows that you are registered for Test Event.

Note about Waitlist: You cannot join a waitlist using the app. Do it from the web site (lhpclub.com). The My Tickets list will not show the event if you are on its waitlist.

However, if there is a cancellation and you are moved from the waitlist to registered status, the event will show up on this list.

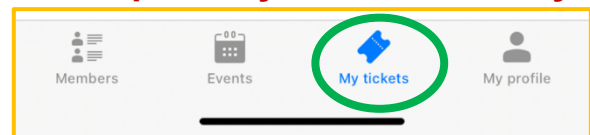
You cannot remove yourself from the waitlist – if you want to be removed, contact reinlemborg@me.com.

Recommendation: If you are on a waitlist for an event, use this app shortly before the event starts to see if you made it off the waitlist into the event. “Shortly” could be the time it takes for you to get to the event.

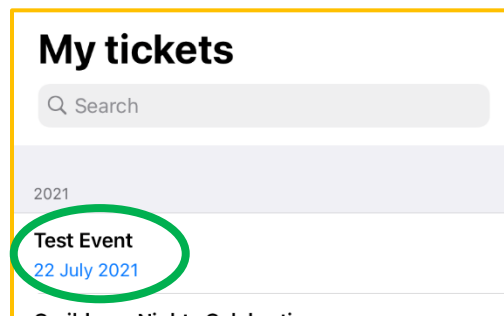
Part 3: Cancel an Event Registration

The event organizer cannot cancel your registration. You must do it yourself so the next person on the waitlist replaces you automatically.

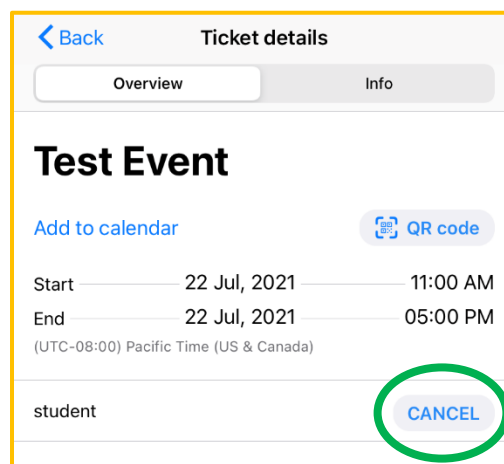
Open the app and tap on **My Tickets** on the main menu at the bottom.



The next screen will list the events you are registered in (tickets).



In this example, it shows that you are registered for Test Event. If you want to cancel your registration for an event in the list, tap on it. In this example, tap on Test Event. The Ticket Details screen appears.



To cancel your registration for Test Event, tap on **Cancel**. And, confirm that you want to cancel it.