

Managing your Event Registrations Using the LHPBCLUB Website

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

First: You have to be logged in at the website to do these things, so log in at lhpclub.com using your email address and password.

Part 1: Register for a Event

1. Click on **Upcoming Classes** under *Members Only* on the main menu. Or click on the event on the *Coming Events* section on the *Home* page.



2. Click on the event you are interested in and read the event description. Note the skill levels that the event is targeting, if any.

If a skill level is required, and you have the required skill level, note the date that registration will open.

On the date that registration opens, an email will be sent at NOON to all members having the required skill levels. The email will contain a registration code needed to register. This restricts registration to those who qualify for the event. This registration code will only work for this event.

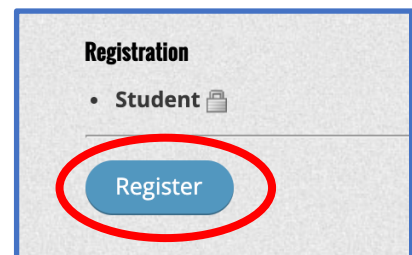
Thursday	Friday	Saturday
30	Oct 1	2
7	8	9

4:00 PM
Beginners
Class

A screenshot of a calendar view on the website. The calendar shows days of the week as columns and dates as rows. The dates shown are Thursday 30, Friday Oct 1, Saturday 2, Thursday 7, Friday 8, and Saturday 9. A blue box highlights the event '4:00 PM Beginners Class' on Friday, Oct 8. A yellow arrow points from the right towards this event box.

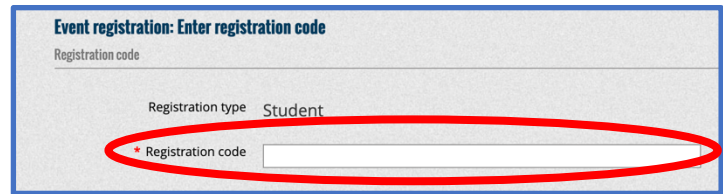
Repeat steps 1 and 2 above and click on the event.

Register for the event



using, if required, the registration code you received.

You will receive an email confirming your registration.

A screenshot of a web form titled "Event registration: Enter registration code". It has a "Registration code" input field at the top. Below it, "Registration type" is set to "Student". At the bottom, there is a "Registration code" label with a red asterisk and an empty input field, which is circled in red.

Event registration: Enter registration code

Registration code

Registration type Student

* Registration code

Registrants not having the required skill level(s) will be removed.


If the event is full, you can choose to be placed on the **waitlist** and you will receive an email confirming that you are on the waitlist. You cannot remove yourself from the waitlist. The event organizer cannot remove you. If you want to be removed from the waitlist, send a request by email to reinleberg@me.com.

If you need to cancel, please do it online using the instructions in Part 3 below. The first person on the waiting list will be moved into the opened space automatically, and will receive a notification by email. Waiting list order is by date and time of joining the waitlist.

Part 2: Check Your Registered Events

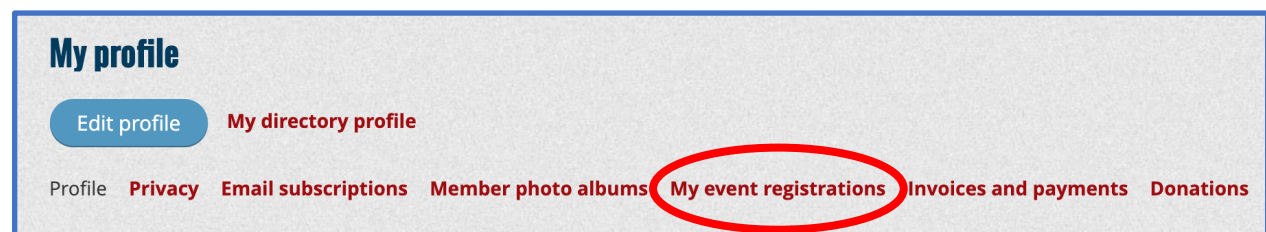
If you are not sure if you are registered for a event, or, if you want to see if you moved from the waitlist to registered status:

Click on **View profile** beside your name up at the top.

A screenshot of a user menu with three items: "View profile", "Change password", and "Log out". "View profile" is circled in red.

View profile Change password Log out

On your profile page, click on **My event registrations**

A screenshot of a "My profile" page. It has a header "My profile" and a button "Edit profile". Below that is "My directory profile". At the bottom is a horizontal menu with links: "Profile", "Privacy", "Email subscriptions", "Member photo albums", "My event registrations" (circled in red), "Invoices and payments", and "Donations".

My profile

Edit profile My directory profile

Profile Privacy Email subscriptions Member photo albums My event registrations Invoices and payments Donations

and it shows the eventes for which you have registered.

Event	Registration type	Status
Beginners Class October 08, 2021 4:00 PM	Student \$0.00	Confirmed

Note about Waitlist:

The list of your registrations 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.

Recommendation: If you are on a waitlist for a event, check your registrations 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.

You cannot remove yourself from the waitlist, nor can the event organizer.
If you want to be removed from the waitlist, send a request by email to reinleberg@me.com.

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

Part 3: Cancel a Event Registration

Click on **View profile** beside your name up at the top.

View profile Change password Log out

On your profile page, click on **My event registrations**

My profile

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) **[My event registrations](#)** [Invoices and payments](#) [Donations](#)

and it shows the events for which you have registered.

Event	Registration type	Status
Beginners Class October 08, 2021 4:00 PM	Student \$0.00	Confirmed

Click on the *Registration type* or *Status* of the event you want to cancel.

Click on ***Cancel registration***

Event	Beginners Class
	October 08, 2021 4:00 PM - 5:30 PM
	Location: Courts 4 and 5
Registration type	Student

Cancel registration