How to Register for an Event

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. <u>You cannot remove yourself</u> from the waitlist. <u>The event organizer cannot remove you</u>. If you want to be removed from the waitlist, send a request by email to reinlemberg@me.com.

If you need to cancel, please do it online. 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.
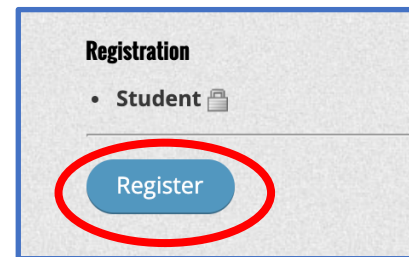
Using the LHPBCLUB Website

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

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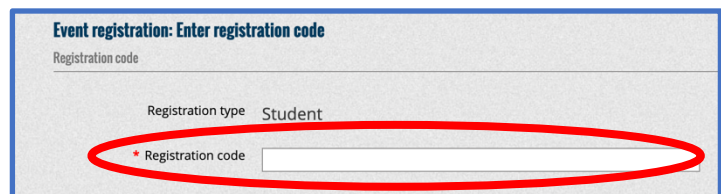
<u>On the date that registration opens</u>, an email will be sent at NOON to all members having the required skill levels. The email will contain a <u>registration code</u> needed to register. This restricts registration to those who qualify for the event. This registration code will only work for this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

When registration opens, click on the event and register.

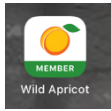
If required, enter the registration code you received.
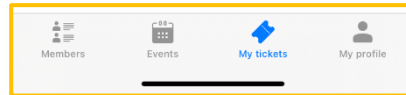
You will receive an email confirming your registration.

Using an iPhone or iPad

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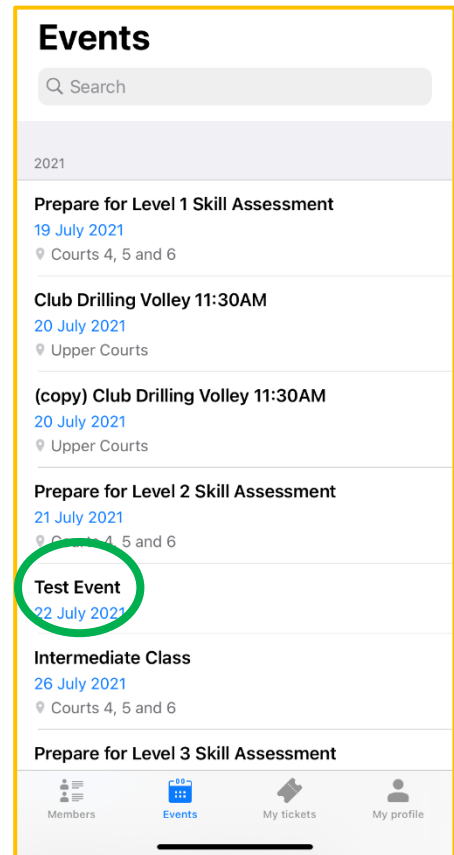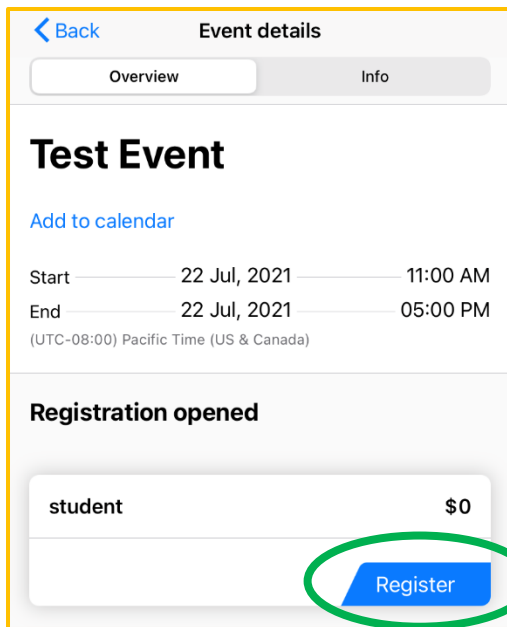
To start:

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

The main menu is at the bottom.

Tap *Events* on the main menu at the bottom of the screen. You will see a list of upcoming events.
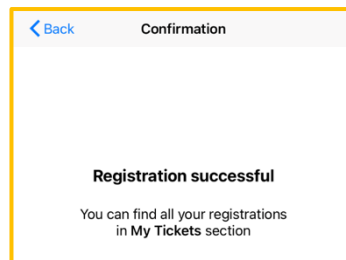
For example, if Test Event is the one you want, tap on it.

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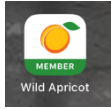
Continue to complete the registration. When completed, you will see this confirmation screen:

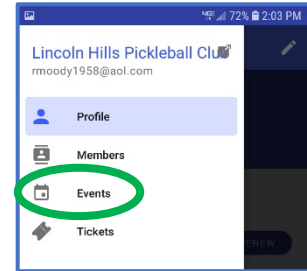## Using an Android Phone or Tablet (not an iPhone or iPad)

You will need the FREE **Wild Apricot for members** app. If you don't have it, install it from the Google Play Store.
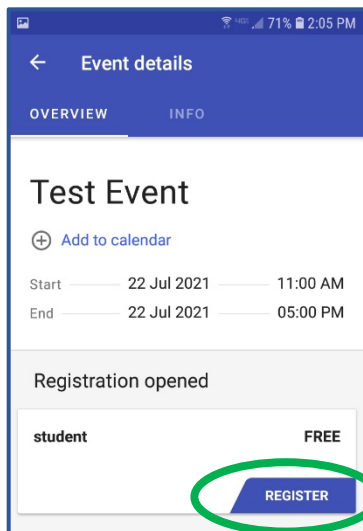
To start:

Open the **Wild Apricot for members** app on your Phone or Tablet.

Open the main menu - it looks like this.

Tap *Events* on the main menu. You will see a list of upcoming events. If Test Event is the event you want, tap on it.
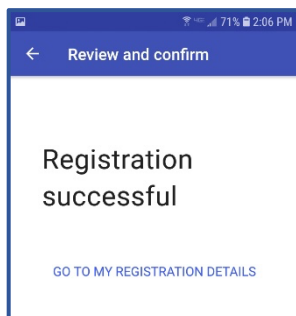
The next screen shows the event details.

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