

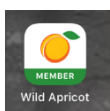
Managing your Registrations (Classes) Using your iPhone or iPad

This document will show you:

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

You will need the **Wild Apricot for members** app. If you don't have it, install it from the app store. It is the green one.

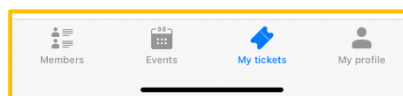
To start:



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.



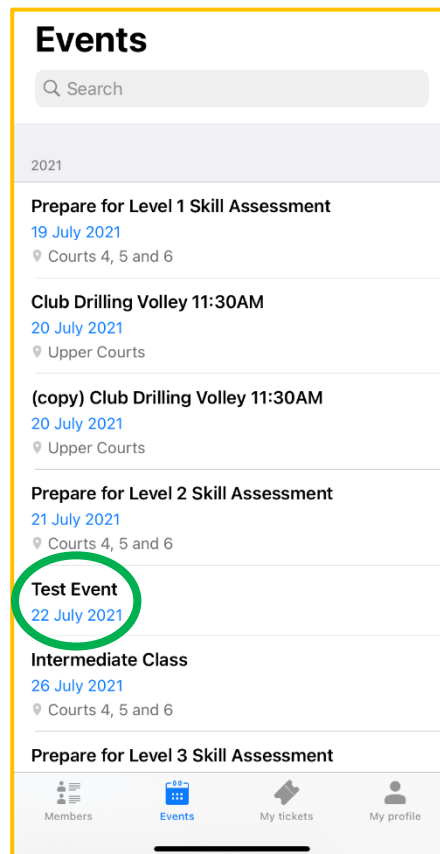
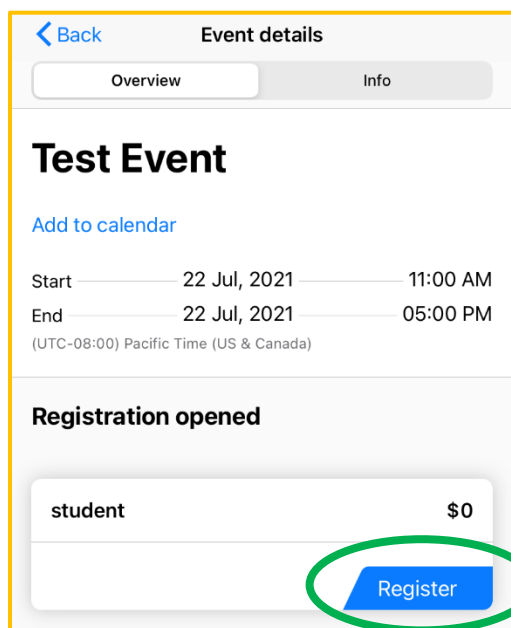
Part 1: Register for a Class (Event)

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

I created the "Test Event" class to let you try all the steps in this guide.

Assuming Test Event is the class you want, tap on it.

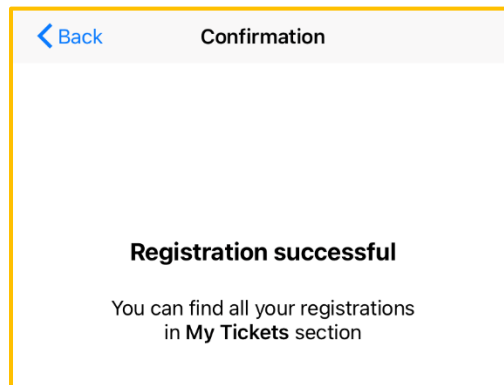
The next screen (below) shows the event details.



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

Enter the registration code for the event. The code for the Test Event is **smile**.

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.

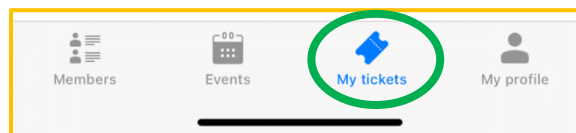
Word in the app	Think of it as:
Event	An event or class
Ticket	An event or class you have registered for

Part 2: Check Your Registered Classes (Events)

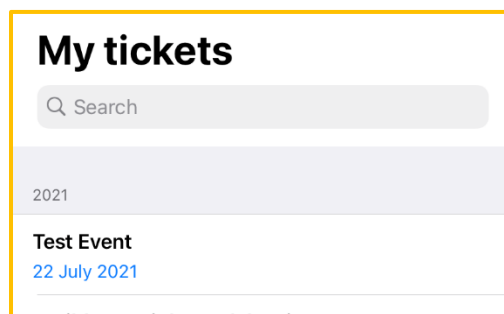
When you register for an event (class), the system sends you a confirmation email.

- If you are not sure if you are registered for a class, 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 (classes) you are registered in (tickets).



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

Note about Waitlist: 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 the event organizer (instructor).

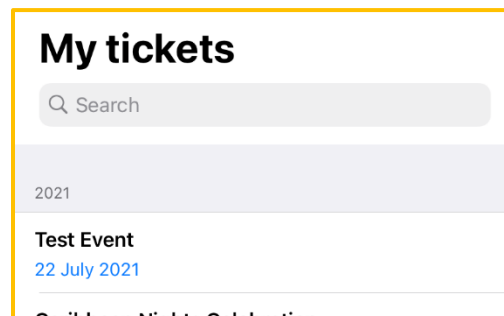
Recommendation: If you are on a waitlist for a class (event), use this app shortly before the class starts to see if you made it off the waitlist into the class. “Shortly” could be the time it takes for you to get to the class.

Part 3: Cancel a Class (Event) Registration

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



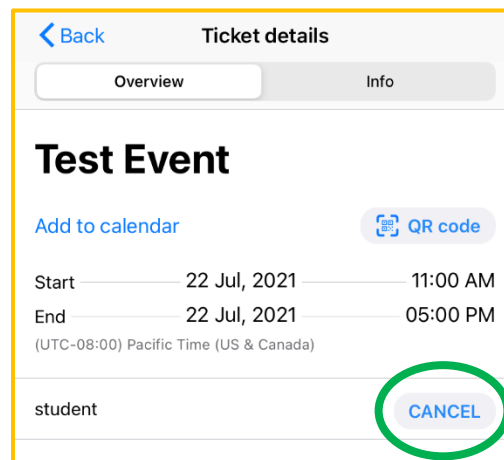
The next screen will list the events (classes) you are registered in (tickets).



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.