

Tutorial

Objective: How to Register a Person for an Event. (Basic)

Step 1: In the **Register** section

- a. Click the **Register** tab.
- b. Click the **Find Event binoculars** to find the Event that you would like to Register People in.
- c. From the dropdown box, click on the Event, press **Enter**
- d. Click the **Find Person binoculars** to find the Person that you would like to Register.
- e. From the dropdown box, click on the Person that you are registering, press **Enter**
(Fig. A)

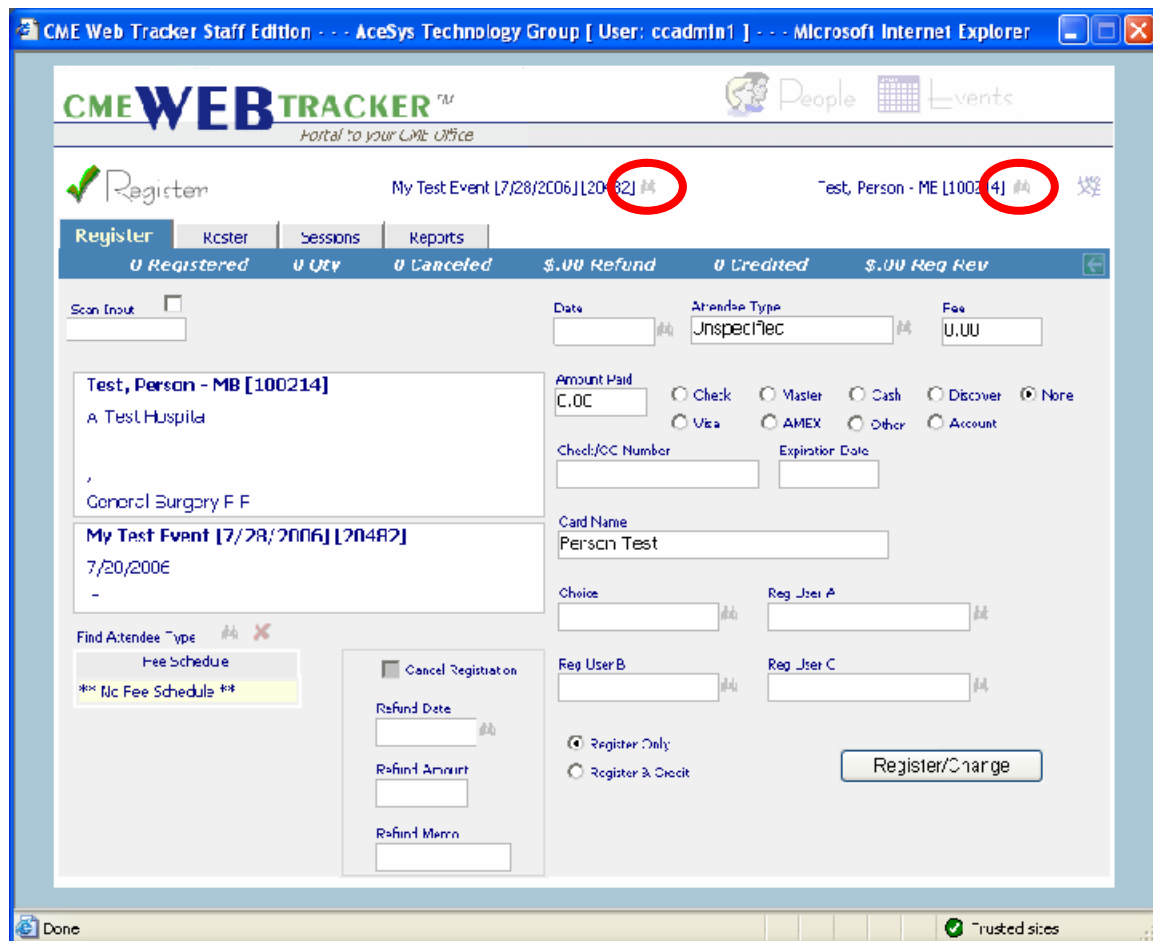


Fig. A

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Step 2:

- a. Click the **Register Only** radio button.
- b. Click the **Register/Change** button. (Fig. B)

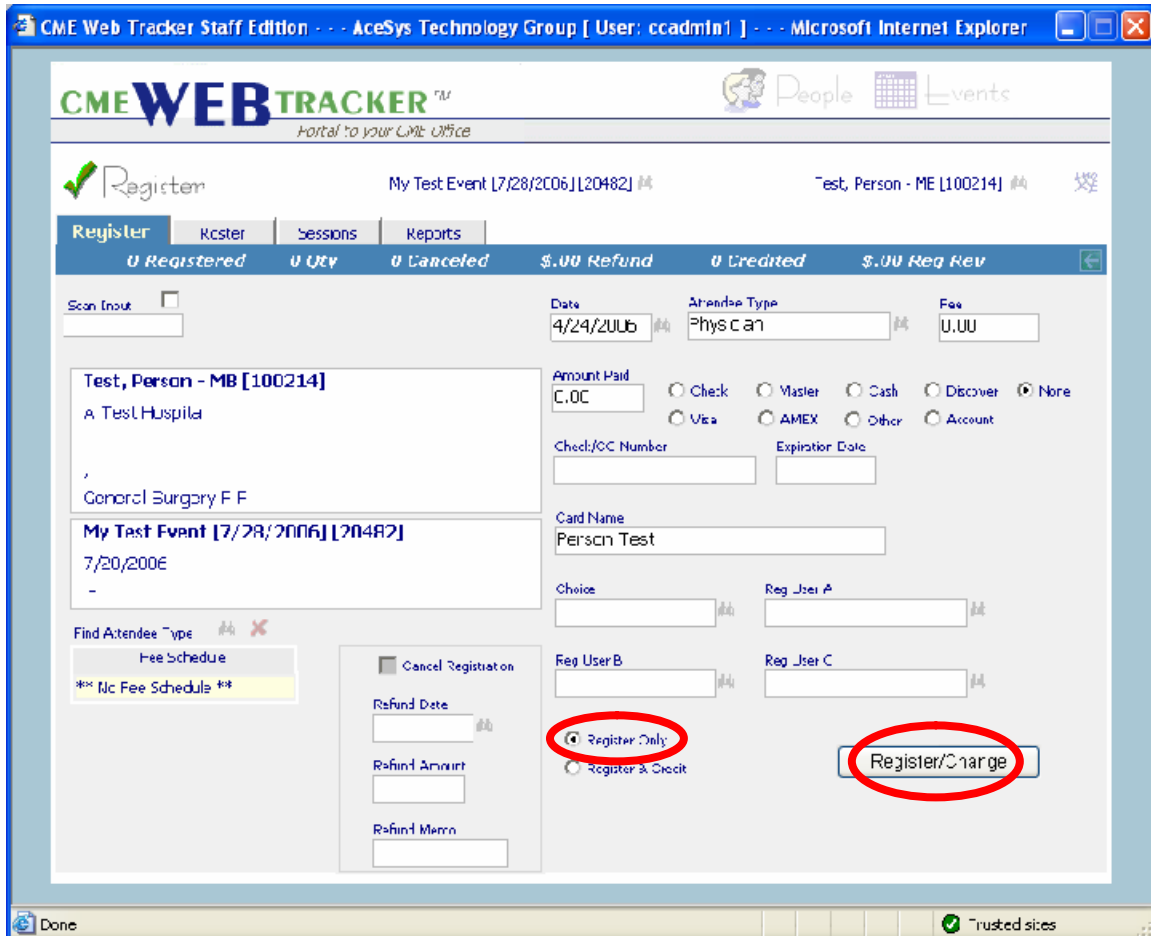


Fig. B

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Step 3:

- a. "Registered" highlighted in red now appears letting you know that this person has been Registered.
- b. Click the **Roster** tab. (Fig. C)

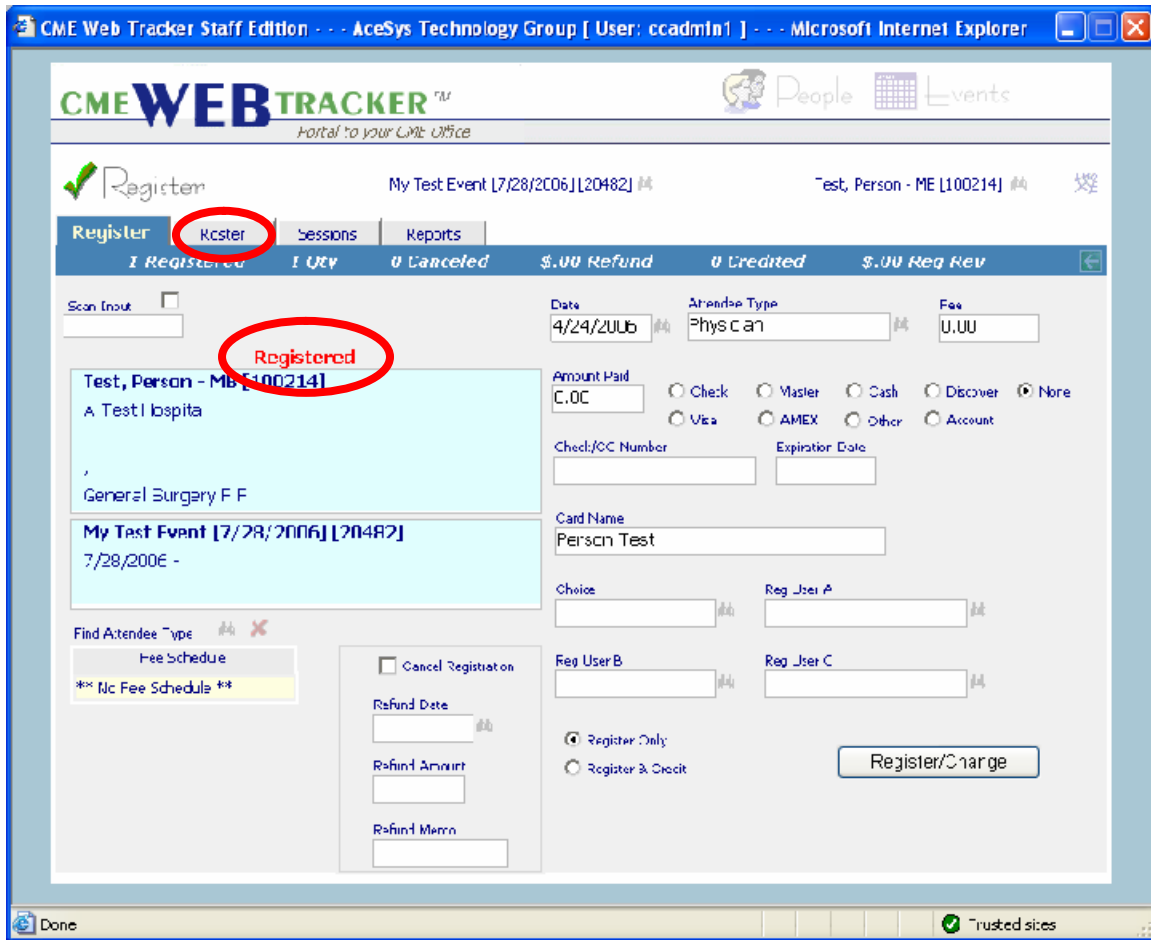


Fig. C

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Step 4: This Person now appears on the Roster for this Event. (Fig. D)

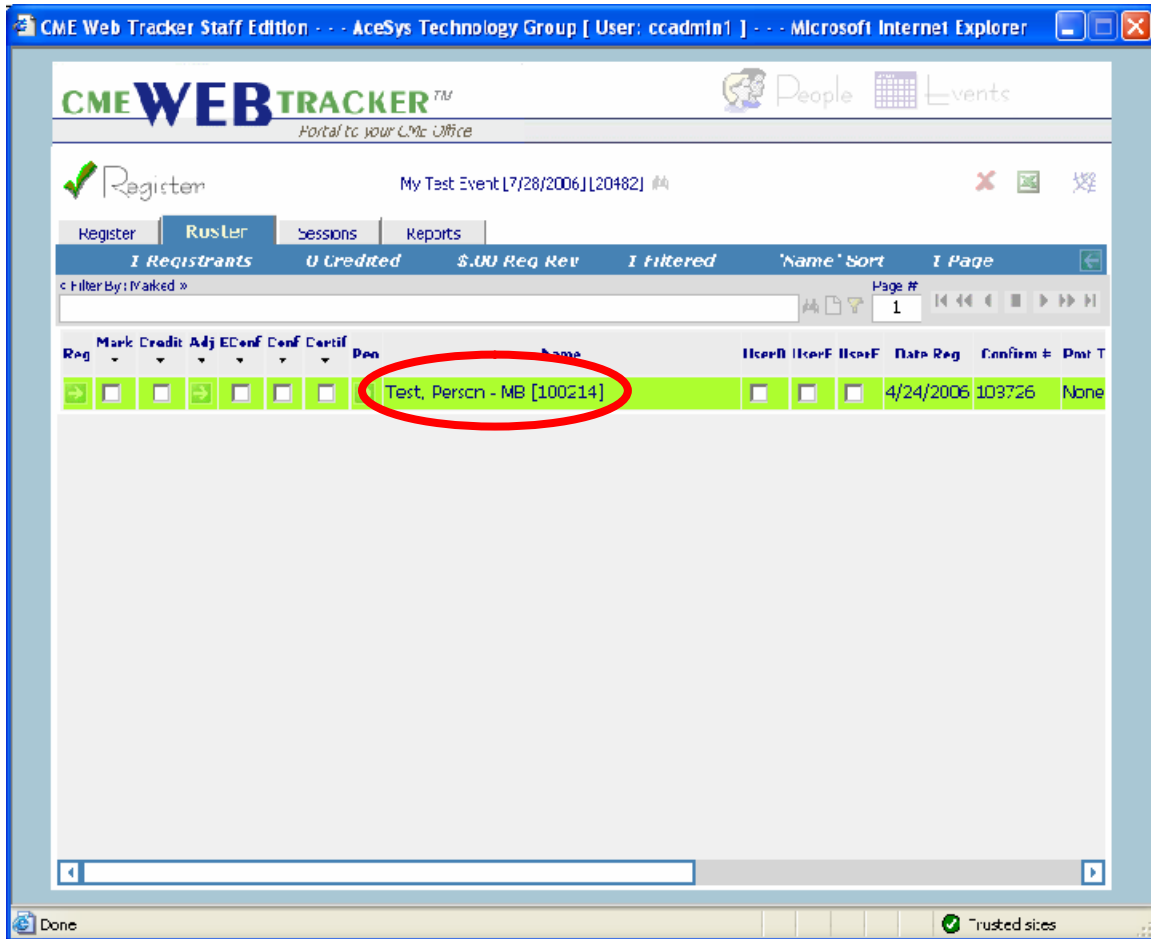


Fig. D