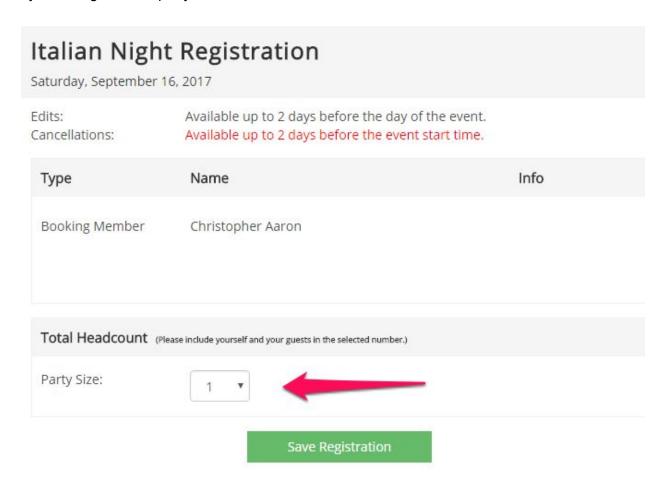
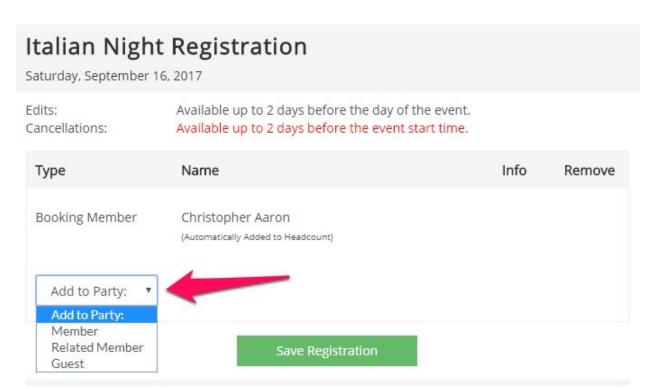
Member Tutorial - How to register other members and named guests

When registering for an event through your club's website, there are a couple different ways that can be accomplished -

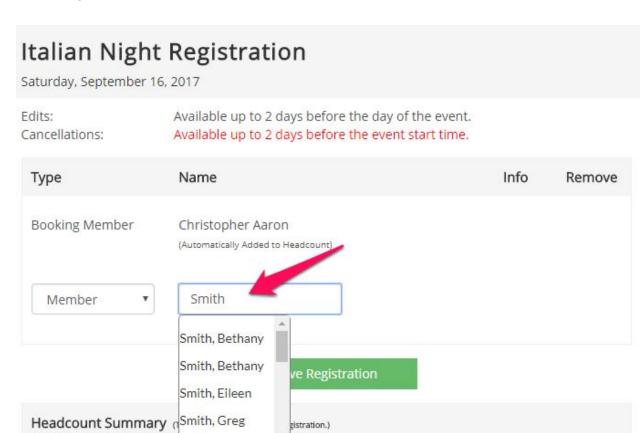
By selecting the total party size, as shown here:



Otherwise, the member may have the option to register another **Member**, a **Related Member** (i.e. member that shares the same membership as the primary member, such as a spouse or life partner) and **Guest**.



Selecting **Member** will prompt the **Booking Member** to search for the member they want to add to their registration:



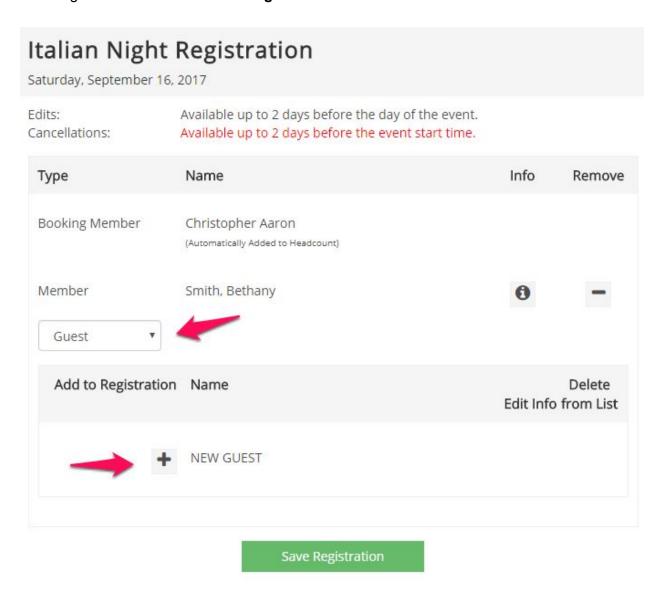
Total

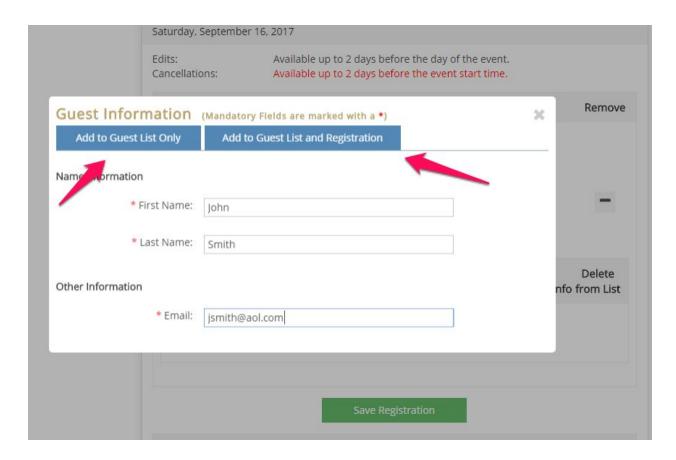
Total

Smith James I

My Party

Selecting **Guest** will allow the **Booking Member** to enter in their Guest's details:

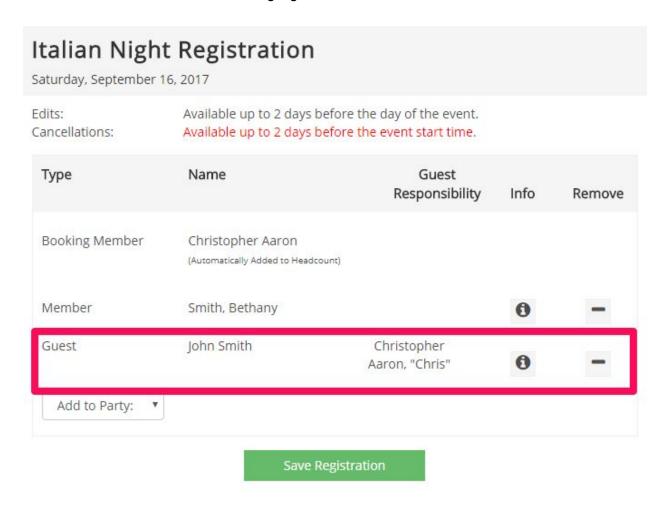




After entering in the **Guest Name** and **Email** as required in the aforementioned screenshot, the **Booking Member** can either **Add to Guest List Only** or **Add to Guest List and Registration**.

Adding to Guest List only allows the member to add multiple guest to their list, but not register them for the event. In this example, we will **Add to Guest List and Registration**.

The **Guest** has now been added as highlighted below:



When finished, click Save Registration.

Depending on how the event was configured, all **Members** and **Guests** on the registration may receive an email notification, if a valid email address exists in the directory.

If so, immediately after clicking **Save Registration**, the **Booking Member** will be brought to this page, which will confirm who received the email notification:

ITALIAN NIGHT

Event Date: Saturday, September 16, 2017

Event Time: 7:00 pm PST

Event End Time: 10:00 pm PST

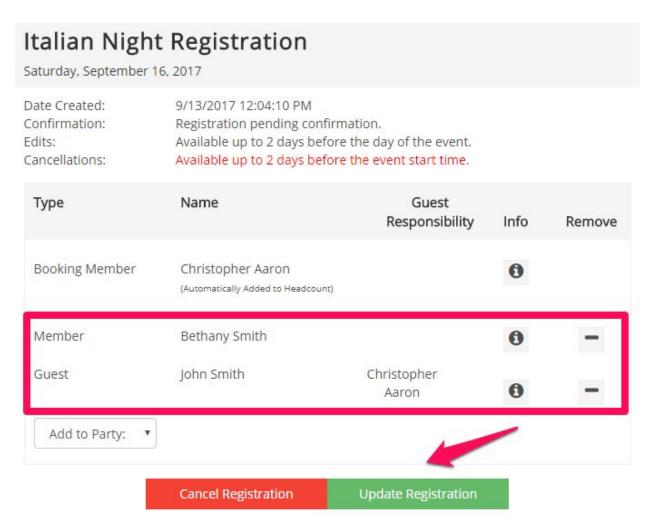
Event Category: Dining and Social

Registration Saved

An email has been sent to Christopher Aaron, John Smith, and the event administrator

Click Here to Continue

If enabled by the club, the **Booking Member** can make change to the registration - adding new **Members** or **Guests** or removing existing registrations, by clicking the next to the name.



A **Member** registered by the **Booking Member** can remove themselves from the registration. Any other changes to the registration (additions, or cancelling entire registration) is controlled by the **Booking Member**.