# 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:

## Italian Night Registration
Saturday, September 16, 2017

| Edits: | Available up to 2 days before the day of the event. |
| Cancellations: | Available up to 2 days before the event start time. |

| Type | Name | Info |
| --- | --- | --- |
| Booking Member | Christopher Aaron | |

**Total Headcount** (Please include yourself and your guests in the selected number.)

Party Size: 1 ▾

Save Registration

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**.



## Italian Night Registration
Saturday, September 16, 2017

| Edits: | Available up to 2 days before the day of the event. |
| Cancellations: | Available up to 2 days before the event start time. |

| Type | Name | Info | Remove |
|---|---|---|---|
| Booking Member | Christopher Aaron<br>(Automatically Added to Headcount) | | |

Add to Party: ▼

Add to Party:
Member
Related Member
Guest

Save Registration

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

## Italian Night Registration

Saturday, September 16, 2017

| | |
|---|---|
| Edits: | Available up to 2 days before the day of the event. |
| Cancellations: | Available up to 2 days before the event start time. |

| Type | Name | Info | Remove |
|---|---|---|---|
| Booking Member | Christopher Aaron (Automatically Added to Headcount) | | |

Member ▾ | Smith

Smith, Bethany
Smith, Bethany
Smith, Eileen
Smith, Greg
Smith, James L

ve Registration

Headcount Summary (  gistration.)

My Party          Total          Total

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

# Italian Night Registration

Saturday, September 16, 2017

| Edits: | Available up to 2 days before the day of the event. |
| Cancellations: | Available up to 2 days before the event start time. |

| Type | Name | Info | Remove |
| --- | --- | --- | --- |
| Booking Member | Christopher Aaron<br>(Automatically Added to Headcount) | | |
| Member | Smith, Bethany | ⓘ | − |

Guest ▾

| Add to Registration | Name | Delete<br>Edit Info from List |
| --- | --- | --- |
| + | NEW GUEST | |

Save Registration

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:

## Italian Night Registration
Saturday, September 16, 2017

| | |
|---|---|
| Edits: | Available up to 2 days before the day of the event. |
| Cancellations: | Available up to 2 days before the event start time. |

| Type | Name | Guest Responsibility | Info | Remove |
|---|---|---|---|---|
| Booking Member | Christopher Aaron (Automatically Added to Headcount) | | | |
| Member | Smith, Bethany | | ℹ | — |
| Guest | John Smith | Christopher Aaron, "Chris" | ℹ | — |
| Add to Party: ▼ | | | | |

Save Registration

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.

## Italian Night Registration

Saturday, September 16, 2017

| | |
|---|---|
| Date Created: | 9/13/2017 12:04:10 PM |
| Confirmation: | Registration pending confirmation. |
| Edits: | Available up to 2 days before the day of the event. |
| Cancellations: | Available up to 2 days before the event start time. |

| Type | Name | Guest Responsibility | Info | Remove |
|---|---|---|---|---|
| Booking Member | Christopher Aaron<br>(Automatically Added to Headcount) | | ℹ | |
| Member | Bethany Smith | | ℹ | ⚊ |
| Guest | John Smith | Christopher Aaron | ℹ | ⚊ |

Add to Party: ▼

Cancel Registration | Update Registration

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**.