

## How to register for an event from a Smart Phone

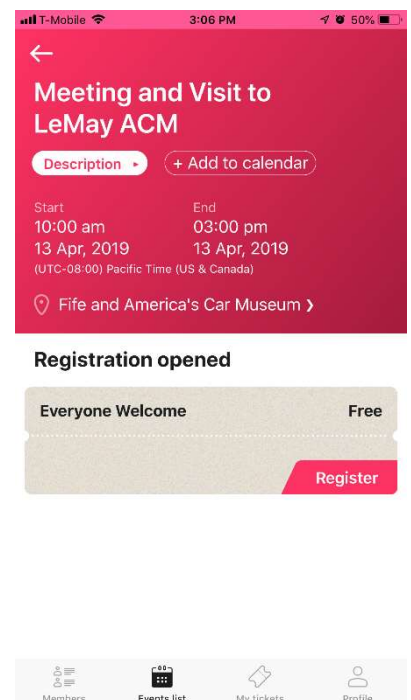
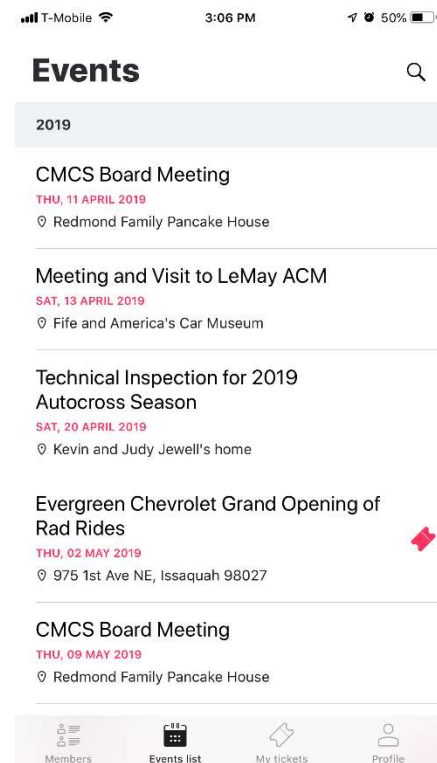
See the article about how to load the App onto your Smart Phone from the Apple or Google store.

Open the Wild Apricot App and click on Events. There you will find a listing of the upcoming events. Scroll down to the event you are interested in attending.

The screen shot on the right shows the events that are upcoming. Using the App you can scroll down to see all the possible events you might want to attend.

For this example, I'm going to register for the "Meeting and Visit to LeMay ACM." So I click on that event. That will take me to the next screen.

This screen displays the event. From here you can click on the "Description" to see all about the event. You can also add it to your calendar. But for now, let's just register for the event. To do that, click on "Register" at the bottom right side of the screen. That will take you to the next screen



This screen continues the registration process. On this screen you can enter the number of guests you want to bring with you.

There is also a slider to include your name in the list of event registrants. Please leave that on so we can see who is attending.

Once you are satisfied with what you have entered here, click the “Continue” button.

Just like on the website, if you don’t scroll down to the bottom of the screen and click “Continue” you will NOT BE REGISTERED.

The image shows a mobile app registration screen for an event titled "Meeting and Visit to LeMay ACM". The screen has a red header with a back arrow, the event title, and buttons for "Description" and "+ Add to calendar". Below the header, the event details are listed: Start (10:00 am, 13 Apr, 2019) and End (03:00 pm, 13 Apr, 2019) in Pacific Time (US & Canada). The location is "Fife and America's Car Museum". A price section shows "Everyone Welcome" and "\$0 (USD)". The registration form includes fields for "First name" (Alton), "Last name" (Loe), and "Email" (blurred). There is a "Number of guests" field with a value of 1 and a note "Should not be greater than 3.". A toggle switch for "Public list of event registrants" is turned on, with a note "Include name in list of event registrants" and a sub-note "You may wish to exclude your name for privacy or security reasons". A red "Continue" button is at the bottom.

T-Mobile 3:06 PM 50%

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Meeting and Visit to LeMay ACM

Description + Add to calendar

Start 10:00 am 13 Apr, 2019 (UTC-08:00) Pacific Time (US & Canada)

End 03:00 pm 13 Apr, 2019 (UTC-08:00) Pacific Time (US & Canada)

Fife and America's Car Museum >

Everyone Welcome \$0 (USD)

First name  
Alton

Last name  
Loe

Email  
[blurred]

Number of guests  
1  
Should not be greater than 3.

Public list of event registrants

Include name in list of event registrants

You may wish to exclude your name for privacy or security reasons

Continue

This is the final screen in the registration process. Here you will see the name of the event, the time and date, and the location.

To complete your registration, click the “Complete” button at the bottom of the screen.

**IF YOU DON'T HIT “COMPLETE” YOU ARE NOT REGISTERED!**

After you click the “Complete” button, your registration is complete, and you will get an email from the website letting you know that you have registered for the event.

You can go back to the events area on your smart phone and review the description (see first screen above) and add the event to your calendar. And since you probably don't leave home without your smart phone, you can always look at the event anytime to remind yourself of where it is and when it starts.

Thank you for taking time to read this note and I hope you enjoy the website and using App on your smart phone to stay in touch with all our activities!

