

Trip Registration Instructions-You and another member

These instructions are for registering yourself and another member onto a trip. If you register another person along with yourself, YOU are responsible for making all payments for that person. You can only register one other person.

Open a different instruction sheet if you are registering as an individual.

- A) From the website **Home** page, you have four ways to get to the trip registration page.
 1. Click on the **Event Calendar** tab. Scroll down until you see the trip and click on it.
 2. Click on the **Trips** tab. Click on the trip name in which you are interested.
 3. Click on the trip name next to the trip slideshow.
 4. Click on the trip name in the VP-Trips table.
- B) You are now on the **Events Calendar - Event View** page for the trip for which you want to sign up. Click on the **Register Now!** button on the top of the right side of the window.
- C) On the **Event Registration-Who's Attending** page, click on the button next to **Me + 1 guests**. You are only allowed one guest. Then click on **Next**.
- D) On the **Event Registration-Choose Registrant Type page**, under Guest 1, click on the button next to:
 1. The **Member Guest – another member** if it is a member not associated with your membership. Click on **Next**.
 2. The **Member Guest – Another Person in your Membership** if it is a member not associated with your membership. Click on **Next**.
- E) If you chose **Member Guest – another member**, click on the red **Select** next to the words **Not Selected**. In the **Select Member** pop-up window, type the member's last name into the **Search For** window, and click on **Search**. Click on their name in the **Search Results** section and click on the **Select** button. Click on **Next**.
- F) If you chose **Member Guest – Another Person in your Membership**, click on the button next to the name of the other person in your membership. Click on **Next**.
- G) On the **Event Registration-Activities** page for yourself, check the box next to either **Full Package** or **Land Package** (for some trips only a Land Package is offered). Then click on **Next**.
- H) On the **Event Registration-Activities** page for the other member, check the box next to either **Full Package** or **Land Package** (for some trips only a Land Package is offered). Then click on **Next**.
- I) On the **Event Registration-Additional Information** page, type in the **Name of Requested Roommate (if known)** and **Enter cell phone number if you want to share with participants on the trip** for both members. Then click on **Next**.
- J) On the **Event Registration- Cancellation and Risk Acceptance** page, check the box that you agree with the SCSC Cancellation and Risk Acceptance policy. If you have not read the SCSC Cancellation policy, there is a link to it on the **Events-Event View** page. Then click on **Next**.
- K) Review the **Event Registration-Summary** page. Click the **Print Summary** page to get a print of this page. If this page is correct, click on the **Complete Registration** button.
- L) On the **Make Payment For (Your Name)** page, if you have multiple trips listed, check the box next to the trip for which you are making payment. Do NOT check more than one trip box at a time! Check the top line under the **Payment Schedule**. This will be your deposit amount, 15% of your Transaction Total. The **Total Selected For Payment** box will now contain this number.

Use the **Payment Method** pulldown to select your method of payment for your deposit of 15%.

1. If you are paying by credit card, you may choose to save your credit card info for future purchases.
2. If you are paying by check, note that the website automatically calculates your check discount. Click on the *Print Invoice (PDF)* button. Make the check payable to “Space City Ski Club”. Email your Trip Coordinator to get their address and mail the check and the invoice to your Trip Coordinator. Click on the *Done* button.

M) You have now registered yourself and the other member for this trip!

I hope you find this information helpful. Remember if you have questions about using the website, you can always reach me at webmaster@spacecity.org.