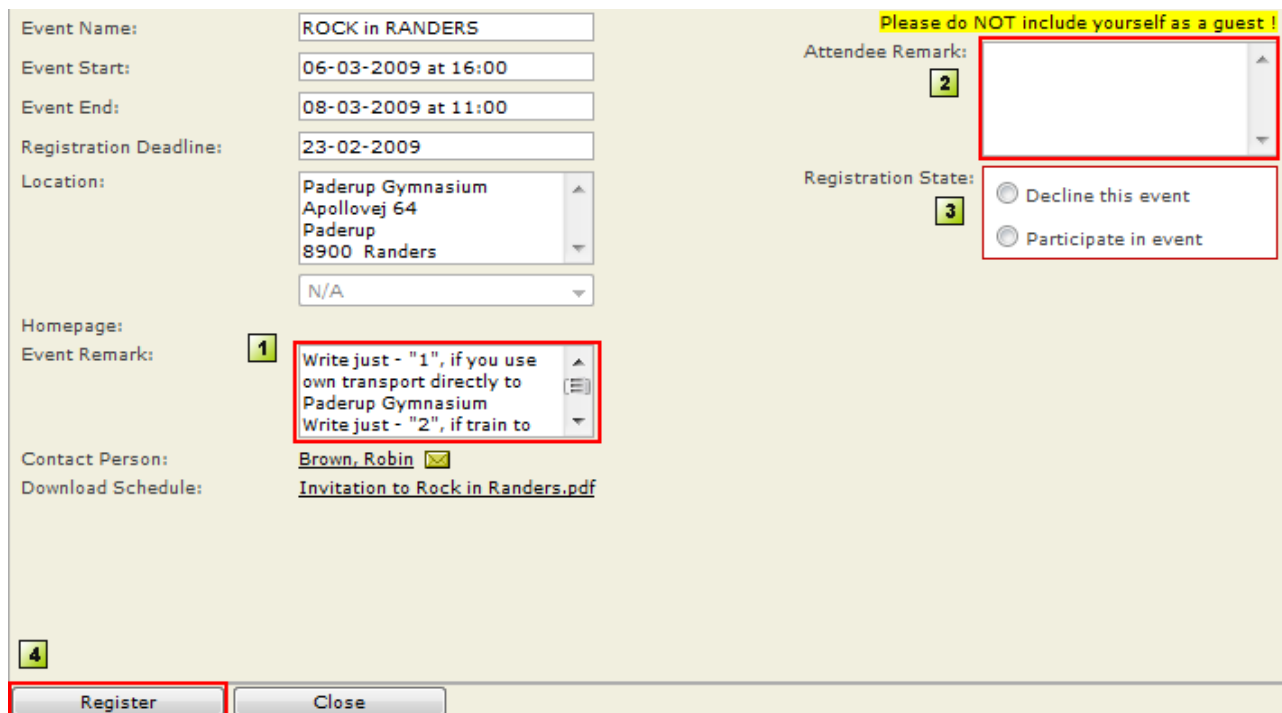


Instructions to register for an event on the RYE Database 2010

When invited to an event, you will receive a mail with a link to the database, which when clicked will automatically open the event for you. You will however have to enter your user name and password before you can register. You have been sent your user name (your mail address) and password previously.

Once you have logged on, this is what you will see:



The screenshot shows a registration form for the event "ROCK in RANDERS". The form is divided into two main sections: details on the left and registration options on the right. A yellow banner at the top right reads "Please do NOT include yourself as a guest!".

Left Side (Event Details):

- Event Name: ROCK in RANDERS
- Event Start: 06-03-2009 at 16:00
- Event End: 08-03-2009 at 11:00
- Registration Deadline: 23-02-2009
- Location: Paderup Gymnasium, Apollovej 64, Paderup, 8900 Randers
- Homepage: N/A
- Event Remark: **1** Write just - "1", if you use own transport directly to Paderup Gymnasium. Write just - "2", if train to
- Contact Person: Brown, Robin
- Download Schedule: Invitation to Rock in Randers.pdf

Right Side (Registration Options):

- Attendee Remark: **2** (Empty text box)
- Registration State: **3**
 - Decline this event
 - Participate in event

Bottom:

- 4** Register (button)
- Close (button)

The left side of the screen contains the details and a programme you can download (if relevant).

The right side of the screen contains a box for you to enter travel details (see 'Event Remark', bottom left) and a button to register or decline (Registration Status, 'Decline this event' or 'Participate in event'). Click one of these buttons. Finish off by clicking the **Register** button bottom left.

NB: – You can also register other people attending with you as guests (but not for all events).

When you have clicked **Register**, log off the database to finish. **Always finish off by clicking 'Register' even if you do not want to attend the event and have clicked 'Decline this event'.**

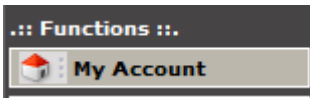
NB: The number of registration options on the right of the screen can vary from event to event.

If you experience problems registering, contact your Club Counsellor or District Counsellor.

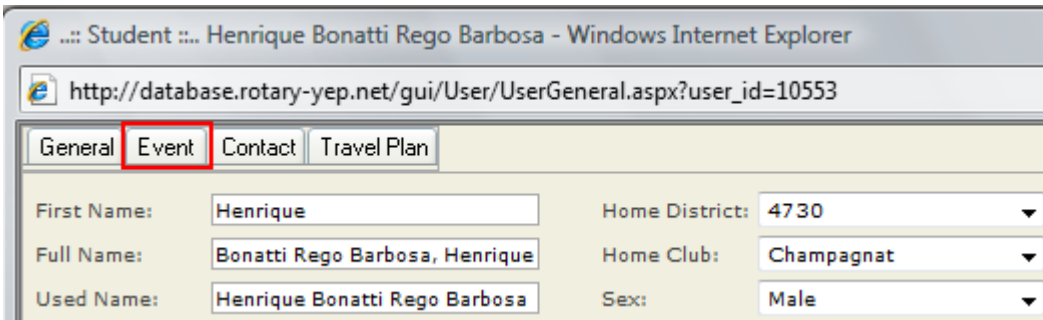
Go to the next page to see how to log in to the database and register for an event without a link from an e-mail.

Registering for an event without an e-mail link

Log in to the database using your user name and password.



Click **My Account**.

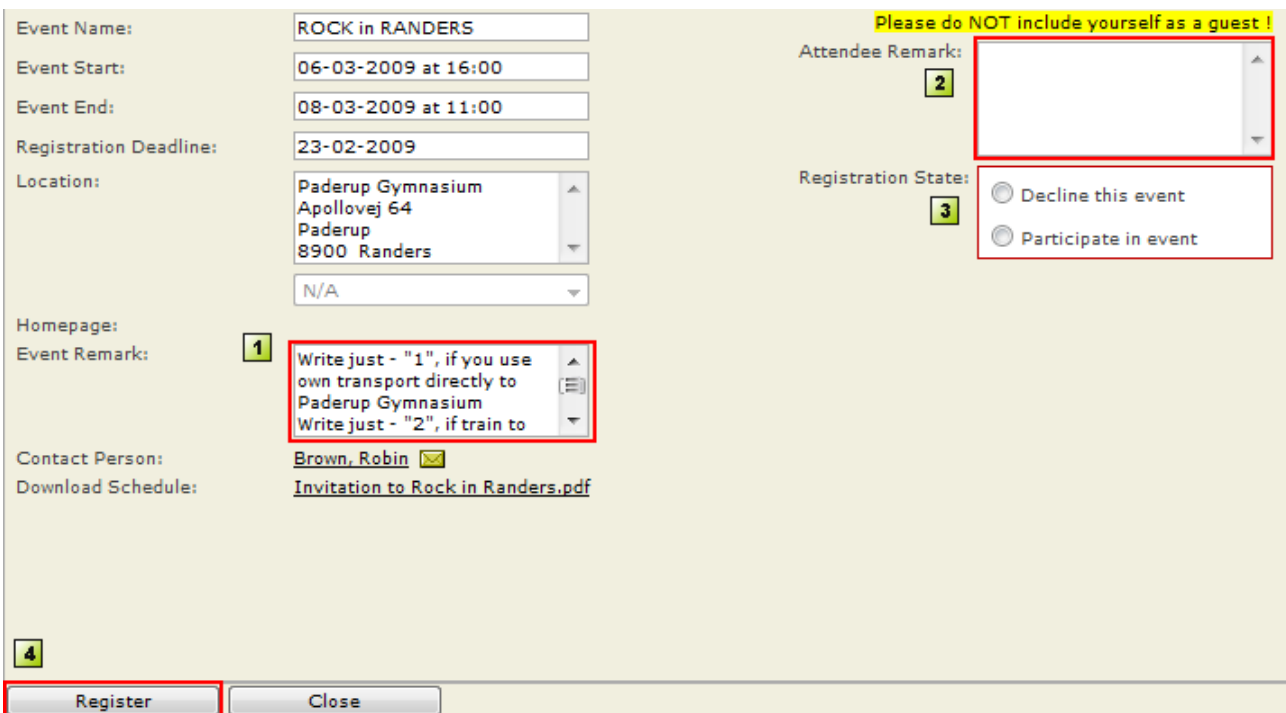


Click **Event** for a list of upcoming events you can register for.

Event Name	Start Date	End Date	Deadline	Enrolment
Bus 3 - Euro Bus Tour 2009	18-05-2009	04-06-2009	01-05-2009	<input type="button" value="View"/>
ROCK in RANDERS	06-03-2009	08-03-2009	23-02-2009	<input type="button" value="View"/>

Click **View** for the event you want to register for.

The **Event** is shown on the next page.

A screenshot of the event registration page for 'ROCK in RANDERS'. The page contains several form fields and sections. On the left, there are fields for 'Event Name: ROCK in RANDERS', 'Event Start: 06-03-2009 at 16:00', 'Event End: 08-03-2009 at 11:00', 'Registration Deadline: 23-02-2009', and 'Location: Paderup Gymnasium, Apollovej 64, Paderup, 8900 Randers'. Below these is a 'Homepage:' field and an 'Event Remark:' field with a text area containing instructions: 'Write just - "1", if you use own transport directly to Paderup Gymnasium' and 'Write just - "2", if train to'. There is also a 'Contact Person: Brown, Robin' and a 'Download Schedule: Invitation to Rock in Randers.pdf'. On the right side, there is a yellow warning box that says 'Please do NOT include yourself as a guest !'. Below this is an 'Attendee Remark:' field with a text area and a '2' in a box. Below that is a 'Registration State:' section with two radio buttons: 'Decline this event' and 'Participate in event', with a '3' in a box. At the bottom left, there is a '4' in a box and two buttons: 'Register' and 'Close'.

To register:

1. Read 'Event Remarks' (if any).
2. If you need to enter any travel details for an event, enter them in the 'Attendee Remark' box.
3. Click 'Decline this event' or 'Participate in event' depending on whether you want to register or not.
4. Click 'Register' (bottom left) to complete registration. **Always finish off by clicking 'Register' even if you do not want to attend the event, and have clicked 'Decline this event'.**

You will receive confirmation shortly after you have completed registration (or declined).

NB:

If you experience problems registering, contact your Club Counsellor or District Chair.

Niels Oehlenschläger
Chairman – Long Term
Rotary Youth Exchange
Multi District Denmark