

How to sign up for an event.

To book an event with no assign tables:

- 1) Click on the link in the email or on the Woman club web page under the calendar of events.
- 2) Review and make sure this the event you want to sign up for. (See **YELLOW** box in screen 1 below)
- 3) Click on REGISTER. (See **BLUE** box in screen 1 below)
- 4) Make sure the date on the Book Event screen is the date of the event you want to attend. (See **RED** box in screen 1 below)
- 5) Enter the number of tickets you want. You can sign up to 8 members. (See **ORANGE** box in screen 1 below)
- 6) Click next. (See **ORANGE** box in screen 1 below)
- 7) Enter the names, first name last name, and the email address for each person. If you don't know the email address of the person you are signing up, enter yours. (See **PURPLE** box in screen 2 below)
- 8) When all names and emails are in, click on SUBMIT. (See **GREEN** box in screen 2 below)

You're done. The Web site will say thank you, your sign up has been submitted. Each person that email address was entered will receive an email confirmation.

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6. Click next (See **ORANGE** Box in screen 1 below)
7. Enter the names, First name last name, email address for each person and a table name. The name of the table should be something that the people attending the event for your table recognize i.e., Ellen's Table, Dancers. Each person signing up individually must enter the table

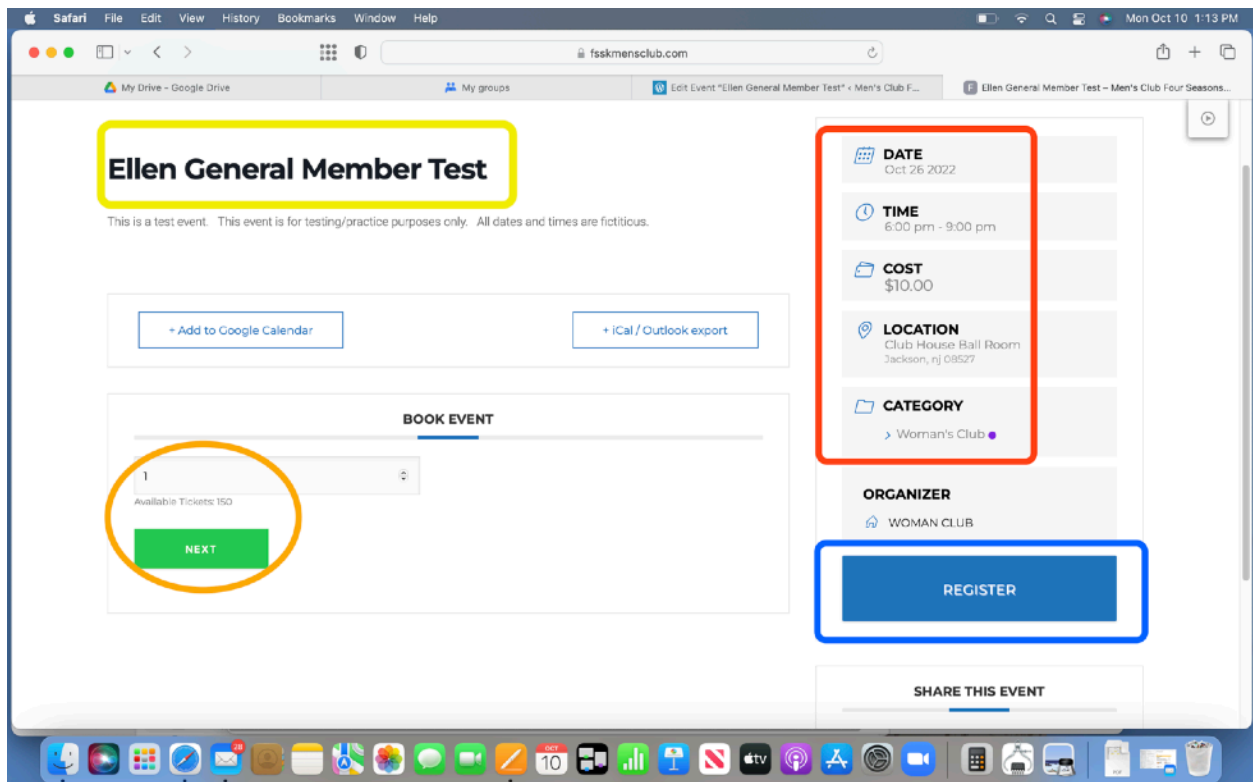
name for you to be assigned to that table. If you want to be assigned to a random table, enter 'none' as the table name.

If you don't know the email address of the person you are signing up, enter yours. (See **PURPLE** box in screen 2 below)

8. When all names, emails and table names are in, click on SUBMIT. (See **GREEN** box in screen 2 below)

You're done. The Web site will say thank you your sign up has been submitted. Each person that email address was entered will receive an email confirmation.

SCREEN 1



SCREEN 2

