

Nature London Job Aid

How to Register for and Unregister from an Event

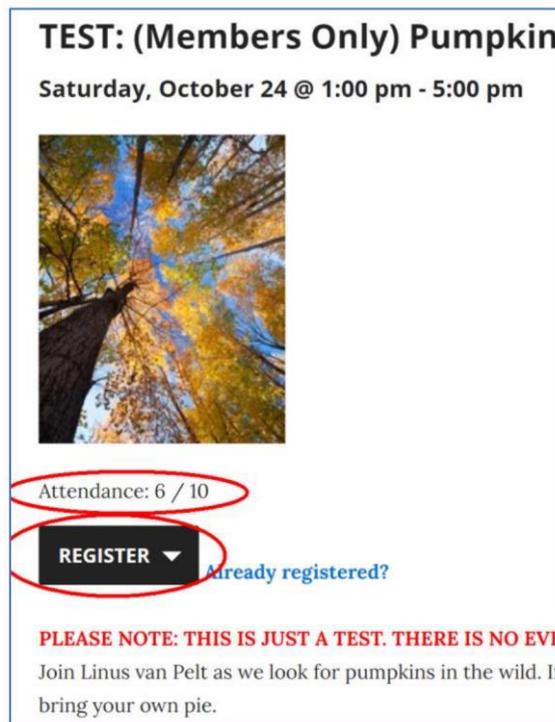
Last updated: November 15, 2020

This brief job aid describes how to register for and unregister from a Nature London indoor or outdoor event.

How to Register for an Event

To register for an event, please do the following:

- 1) Access the desired event in the online Nature London online Events Calendar.
<http://www.naturelondon.com/events/>
- 2) Between the field trip's picture and description, you will notice the following:
 - The number of people who have already registered and the maximum number of people who can register.
 - A **REGISTER** button.

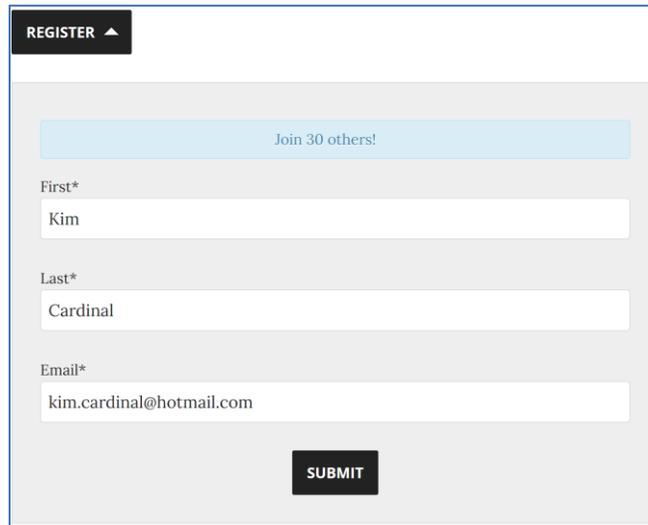


The screenshot shows an event listing for "TEST: (Members Only) Pumpkin" on Saturday, October 24, from 1:00 pm to 5:00 pm. Below the title is a photograph of trees with autumn foliage. Underneath the photo, the text "Attendance: 6 / 10" is circled in red. Below that is a black button with the word "REGISTER" and a downward arrow, also circled in red. To the right of the button is the text "Already registered?". At the bottom of the event card, there is a red warning: "PLEASE NOTE: THIS IS JUST A TEST. THERE IS NO EVE". Below the warning, it says "Join Linus van Pelt as we look for pumpkins in the wild. If bring your own pie."

Note: If the **REGISTER** button does not appear, the event isn't ready for registrations yet.

- 3) Click the **REGISTER** button. A registration form will appear.
- 4) If this is an indoor event, do the following with the indoor event registration form:

- Enter your first name, last name, and email address. If this is an online “indoor” meeting, only one person in the household needs to register for the event.
- Click the **SUBMIT** button.



The image shows a registration form with a dark header containing the word "REGISTER" and an upward-pointing arrow. Below the header is a light blue banner that says "Join 30 others!". The form contains three input fields: "First*" with the value "Kim", "Last*" with the value "Cardinal", and "Email*" with the value "kim.cardinal@hotmail.com". At the bottom of the form is a dark "SUBMIT" button.

- 5) If this is an outdoor event, do the following with the outdoor event registration form:
- Enter your first name, last name, email address, phone number, and emergency contact. If multiple family members will be attending, each member must register. One registration is required per person.
 - Read the Nature London Waiver of Claims and Assumptions of Risk. If you agree with the terms, click the checkbox.
 - Click the **SUBMIT** button.

REGISTER ▲

Join 6 others!

First*
Kim

Last*
Cardinal

Email*
kim.cardinal@hotmail.com

Phone*
555-987-4567

Emergency Contact*
Jay 555-123-4567

I have read the Nature London Waiver of Claims and Assumptions of Risk (link below) and agree to its terms*
[Nature London Waiver of Claims and Assumptions of Risk](#)

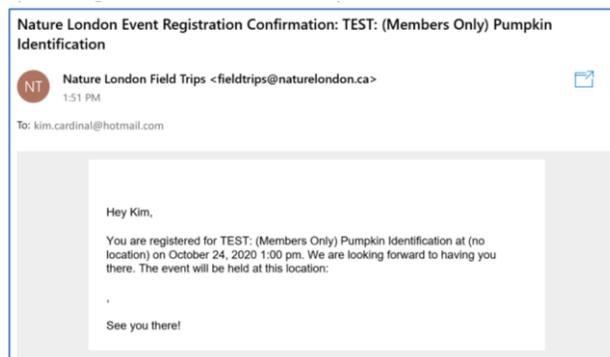
SUBMIT

6) You will receive two confirmations of registration as follows:

- Immediately in your web browser.

Success! Please check your email inbox for a confirmation message.

- An email sent to the account used in the form. Please note that Indoor Event emails come from indoor.meetings@naturelondon.ca and Outdoor Event emails come from fieldtrips@naturelondon.ca.



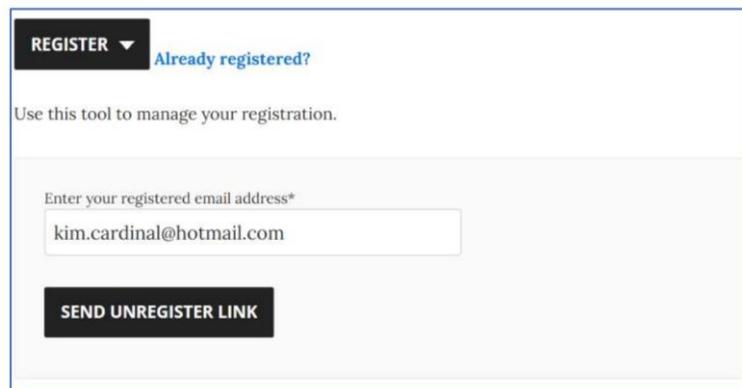
If you do not receive an email within an hour, please check your spam or junk email folder. If there is no confirmation there, please contact:

- **Indoor Events:** indoor.meetings@naturelondon.ca. A Nature London Indoor Meeting Coordinator will confirm your registration and contact you.
- **Outdoor Events:** fieldtrips@naturelondon.ca. A Nature London Field Trip Coordinator will confirm your registration and contact you.

How to Unregister from an Event

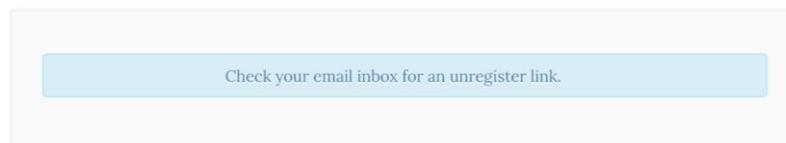
If you would like to unregister from an event for which you had previously registered, please do the following:

- 1) Access the field trip in question in the online Nature London Event Calendar.
<http://www.naturelondon.com/events/>.
- 2) Between the event's picture and description:
 - Click the **Already Registered?** link.
 - Enter the email address that you used to register.
 - Click the **SEND UNREGISTER LINK** button.

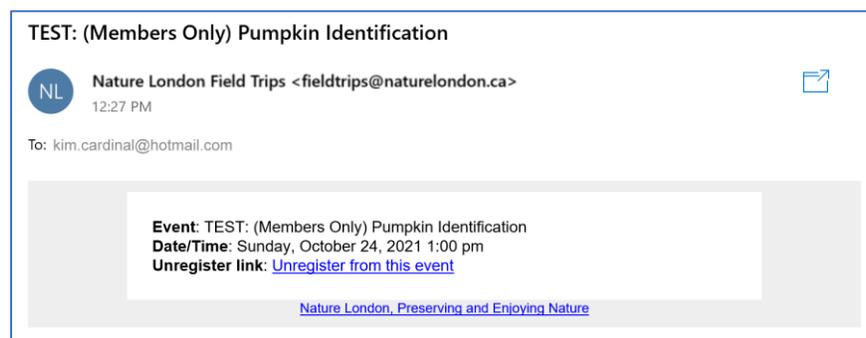


The screenshot shows a web interface for managing registration. At the top left is a black button labeled "REGISTER" with a downward arrow. To its right is a blue link labeled "Already registered?". Below this is the text "Use this tool to manage your registration." A text input field contains the email address "kim.cardinal@hotmail.com". Below the input field is a black button labeled "SEND UNREGISTER LINK".

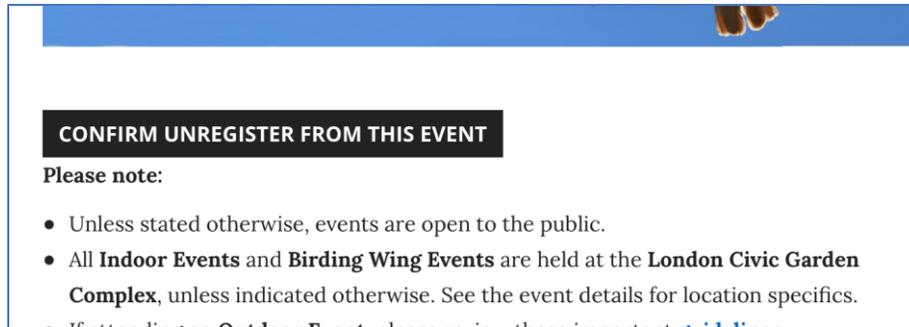
- 3) The following message will appear indicating that an email was sent to you.



- 4) In your email application, open the email and click the **Unregister from this event link**.



- 5) The event will be opened in your web browser. Click the **CONFIRM UNREGISTER FROM THIS EVENT** button that appears at the top of the event.

A screenshot of a web page showing a confirmation message. At the top, there is a blue header bar with a small image of a bird's feet. Below the header, there is a black button with white text that reads "CONFIRM UNREGISTER FROM THIS EVENT". Underneath the button, the text "Please note:" is followed by a bulleted list of two items. The first item states that events are open to the public unless otherwise stated. The second item states that all indoor and birding wing events are held at the London Civic Garden Complex, unless indicated otherwise. The text is partially cut off at the bottom of the screenshot.

CONFIRM UNREGISTER FROM THIS EVENT

Please note:

- Unless stated otherwise, events are open to the public.
- All **Indoor Events** and **Birding Wing Events** are held at the **London Civic Garden Complex**, unless indicated otherwise. See the event details for location specifics.

6) You will see the following message indicating that you have been unregistered.

You have been unregistered.