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.
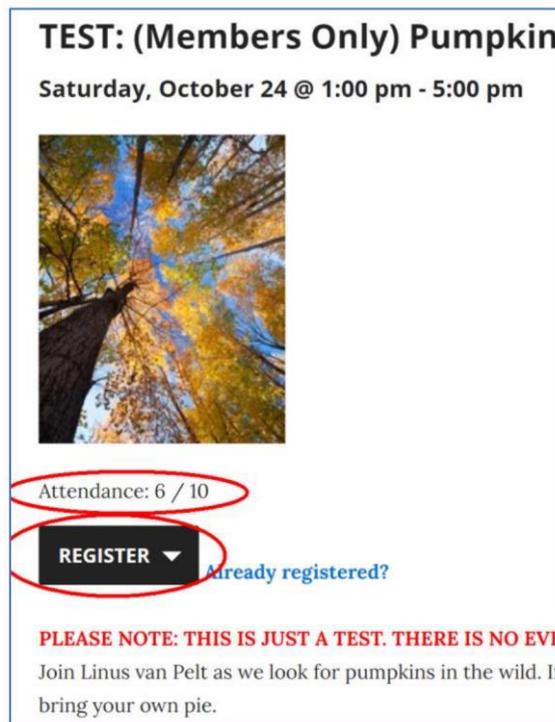
TEST: (Members Only) Pumpkin

Saturday, October 24 @ 1:00 pm - 5:00 pm

Attendance: 6 / 10

REGISTER ▼   Already registered?

PLEASE NOTE: THIS IS JUST A TEST. THERE IS NO EVE
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 <u>indoor event</u>, 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, <u>only one person in the household needs to register for the event</u>.
- Click the **SUBMIT** button.
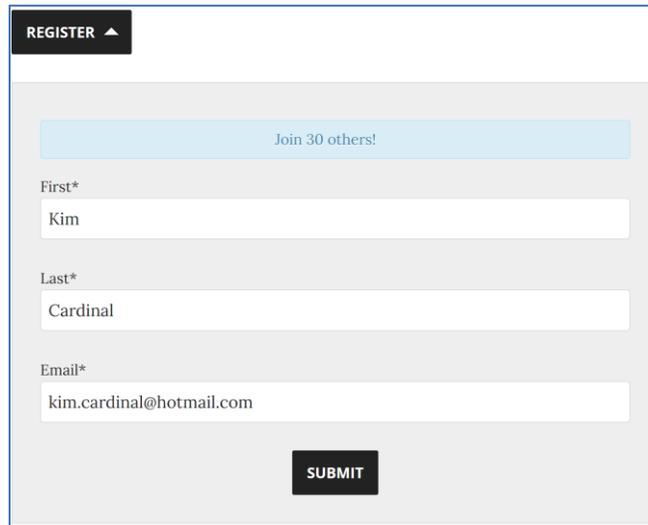
5) If this is an <u>outdoor event</u>, do the following with the outdoor event registration form:
- Enter your first name, last name, email address, phone number, and emergency contact. If multiple family members will be attending, each member must register. <u>One registration is required per person</u>.
- Read the Nature London Waiver of Claims and Assumptions of Risk. If you agree with the terms, click the checkbox.
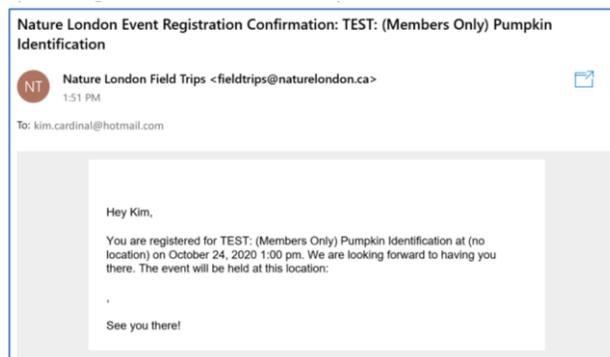- Click the **SUBMIT** button.

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.

Nature London Event Registration Confirmation: TEST: (Members Only) Pumpkin Identification

NT Nature London Field Trips <fieldtrips@naturelondon.ca>
1:51 PM

To: kim.cardinal@hotmail.com

Hey Kim,

You are registered for TEST: (Members Only) Pumpkin Identification at (no location) on October 24, 2020 1:00 pm. We are looking forward to having you there. The event will be held at this location:
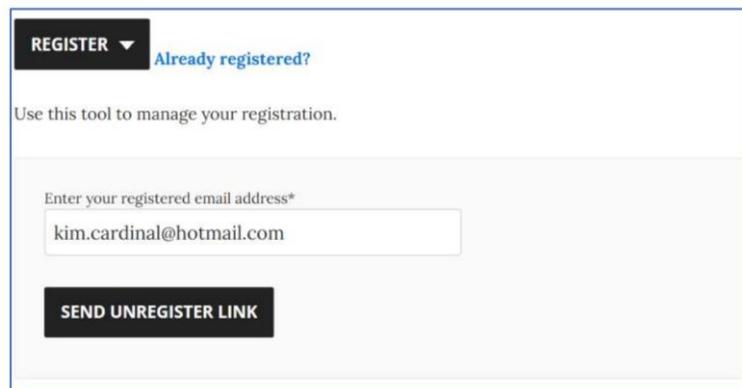
See you there!

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.
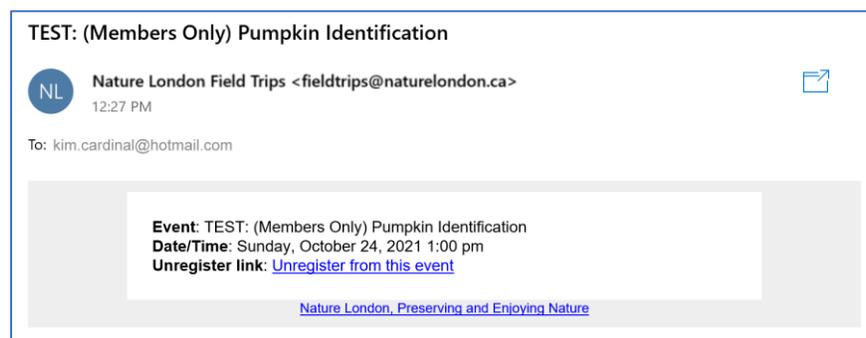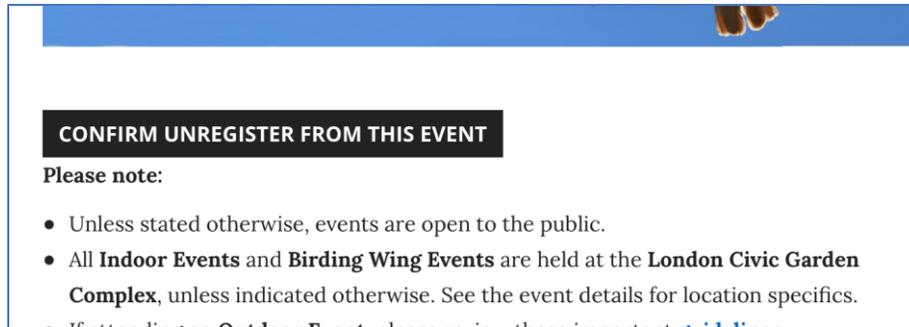   - Click the **SEND UNREGISTER LINK** button.

3) The following message will appear indicating that an email was sent to you.
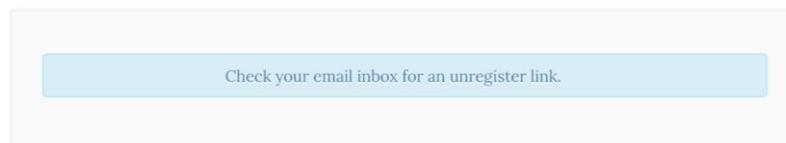
4) In your email application, open the email and click the **Unregister from this event** link.

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.

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.