

# Nature London

## Job Aid for Registering for Indoor or Outdoor Events

Last updated: March, 2022

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### Introduction

Nature London may use advanced registrations for some indoor and outdoor events.

Registrations offer a number of advantages including:

- Where space is limited, the maximum number of attendees can be restricted to a manageable number.
- Temporarily\* collected registration information can be used to contact the attendees should it become necessary to change an event. For example, if the event is cancelled due to rain. (\*Collected attendee information is only kept until the event has passed and then destroyed.)
- Event waivers may be collected in advance so that paperwork doesn't have to read and signed in the field.

This brief job aid describes how to:

- Register for a Nature London indoor or outdoor event.
- Put your name on the waiting list if an event is full.
- Unregister from an 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 Events Calendar.

<http://www.naturelondon.com/events/>

2) Between the event'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. (If the **JOIN WAITING LIST** button appears instead, see *Signing Up for the Waiting List* in the next section.)

**Note:** If the **REGISTER** button does not appear, either the event is not ready for registrations yet (a message will show when registrations open), the event doesn't require registrations or there are additional instructions below in the event's description.

**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.

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 per device being used for the event.
- Click the **SUBMIT** button.

The screenshot shows a registration form for an indoor event. At the top left is a black button labeled "REGISTER" with a small upward-pointing triangle. Below it 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 center is a black button labeled "SUBMIT".

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 separately. 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.

The screenshot shows a registration form for an outdoor event. At the top left is a black button labeled "REGISTER" with a small downward-pointing triangle. Below it is a light blue banner that says "Join one other person". The form contains four input fields: "First\*" with the value "Kim", "Last\*" with the value "Cardinal", "Email\*" with the value "kim.cardinal@hotmail.com", and "Phone\*" with the value "555-123-4567". Below the phone field is an "Emergency Contact\*" field with the value "Ken Cardinal at the number above". A red note is present: "PLEASE NOTE: If this is an outdoor event, each person must register separately. One person per registration. Indoor virtual events only require one registration." At the bottom, there is a checkbox that is checked, followed by the text "I have read the Nature London Waiver of Claims and Assumptions of Risk (link below) and agree to its terms\*" and a link to the "Nature London Waiver of Claims and Assumptions of Risk". At the bottom center is a black button labeled "SUBMIT".

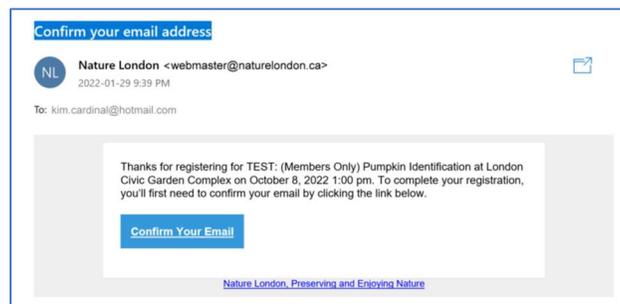
- 6) If you see the following message, the website recognizes your email address and you are registered. Skip to step 9.

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

Otherwise, you will see a message asking you to check your email to confirm your email address.

It looks like you are a new guest. Please check your email inbox to confirm your email address

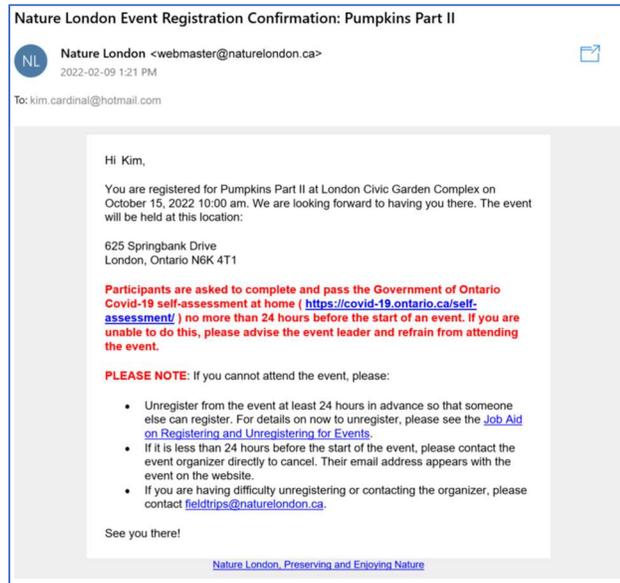
- 7) Switch to your email program and look for a message with the subject “Confirm your email address”. Click the **Confirm Your Email** button in the message. You must click the button within 60 minutes to be registered. If you don’t, the registration spot will be released and you won’t be registered.



- 8) You will be automatically switched back to your web browser and see a confirmation message.

Your email has been confirmed. You are now registered for this event. Check your email inbox for a confirmation message.

- 9) Switch to your email program. Look for an email confirming that you are registered for the event, as shown below. Review the message for any important details or actions that you are expected to take. (Please note that Indoor Event emails come from [indoor.meetings@naturelondon.ca](mailto:indoor.meetings@naturelondon.ca) and Outdoor Event emails come from [fieldtrips@naturelondon.ca](mailto: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 email there, please contact:

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

## Signing Up for the Waiting List

If an event has reached its registration limit, the following notice will appear and the **REGISTER** button will be replaced with a **JOIN WAITING LIST** button.

Registration limit has been reached. Join the waiting list to be automatically registered if a spot becomes available.

**JOIN WAITING LIST** ▼ **Already registered?**

If you would like to be added to the waiting list, do the following:

- 1) Click the **JOIN WAITING LIST** button, fill in the form, and click the **SUBMIT** button.

**JOIN WAITING LIST** ▲

Join one other person

First\*

Last\*

PLEASE NOTE: If this is an outdoor event, each person must register separately. One person per registration. Indoor virtual events only require one registration.

Email\*

Phone\*

Emergency Contact\*

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**

- 2) If you see the following message, the website recognizes your email address. You are now on the waiting list and you are done.

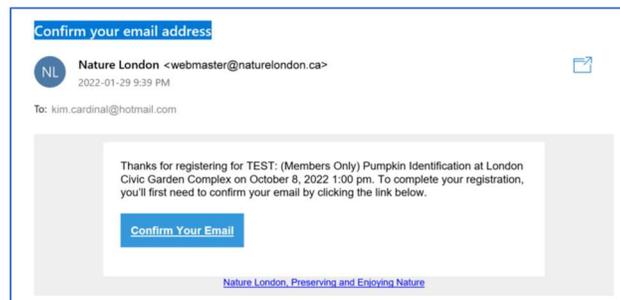
Registration limit has been reached. Join the waiting list to be automatically registered if a spot becomes available.

You are now on the waiting list. You will be notified by email if a spot opens.

Otherwise, the website does not recognize your email address. You will see a message asking you to check your email to confirm your email address.

It looks like you are a new guest. Please check your email inbox to confirm your email address

- 3) Switch to your email program and look for a message with the subject “Confirm your email address”. Click the **Confirm Your Email** button in the message. You must click the button within 60 minutes to be added to the waiting list. If you do not, the waiting list spot will be released and you won’t be on it.



- 4) You will be automatically switched back to your web browser and see a confirmation message.

Your email has been confirmed.  
You are now on the waiting list. You will be notified by email if a spot opens.

If someone cancels their registration and you are at the top of the waiting list, you will receive an automatic email notification indicating that you are now registered, as shown below. Review the message for any important details or actions that you are expected to take.

Nature London Event Registration Confirmation: Pumpkins Part II



Nature London <webmaster@naturelondon.ca>  
2022-02-09 1:21 PM



To: kim.cardinal@hotmail.com

Hi Kim,

You are registered for Pumpkins Part II at London Civic Garden Complex on October 15, 2022 10:00 am. We are looking forward to having you there. The event will be held at this location:

625 Springbank Drive  
London, Ontario N6K 4T1

**Participants are asked to complete and pass the Government of Ontario Covid-19 self-assessment at home ( <https://covid-19.ontario.ca/self-assessment/> ) no more than 24 hours before the start of an event. If you are unable to do this, please advise the event leader and refrain from attending the event.**

**PLEASE NOTE:** If you cannot attend the event, please:

- Unregister from the event at least 24 hours in advance so that someone else can register. For details on how to unregister, please see the [Job Aid on Registering and Unregistering for Events](#).
- If it is less than 24 hours before the start of the event, please contact the event organizer directly to cancel. Their email address appears with the event on the website.
- If you are having difficulty unregistering or contacting the organizer, please contact [fieldtrips@naturelondon.ca](mailto:fieldtrips@naturelondon.ca).

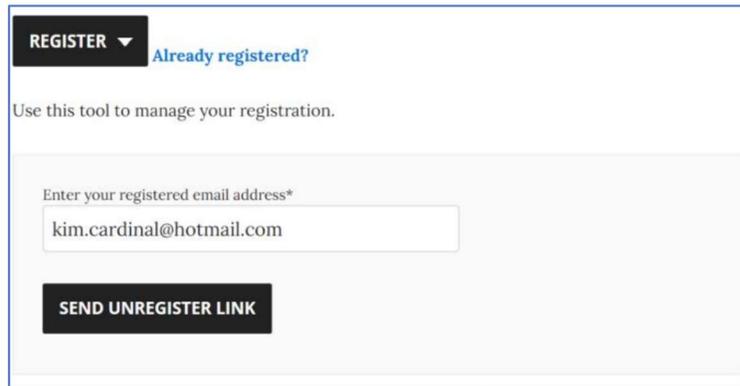
See you there!

[Nature London, Preserving and Enjoying Nature](#)

## How to Unregister from an Event

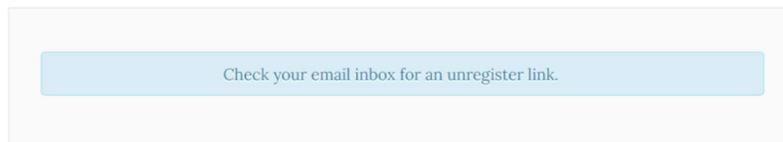
If you would like to unregister from an event for which you had previously registered, please do the following:

- 1) Access the event 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.

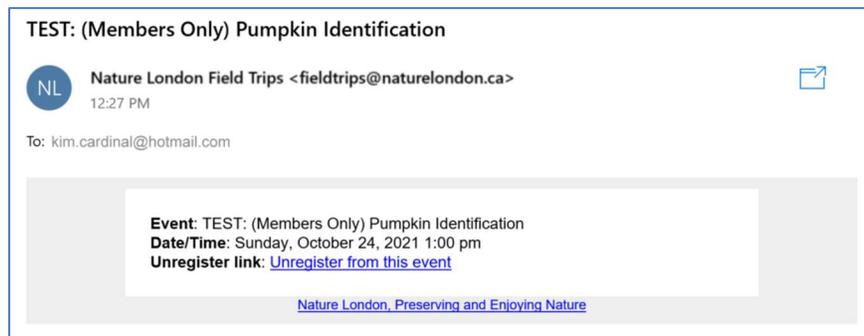


The screenshot shows a web interface for managing registration. At the top left is a black button labeled "REGISTER" with a downward arrow. To its right is a blue link labeled "Already registered?". Below this is the text "Use this tool to manage your registration." A text input field contains the email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

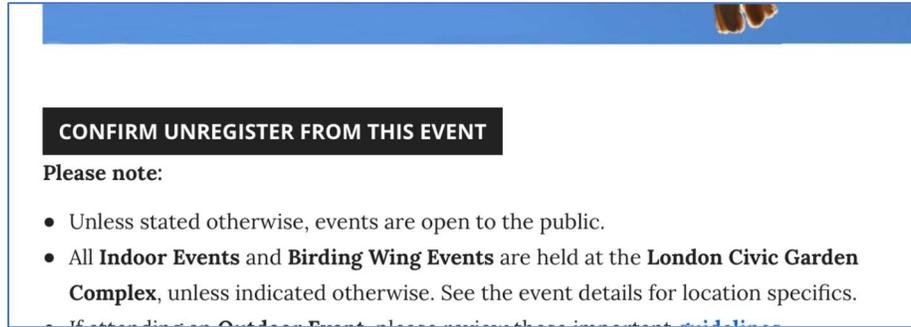
- 3) The following message will appear indicating that an email was sent to you.



- 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 rectangular button with the text "CONFIRM UNREGISTER FROM THIS EVENT" in white. 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 otherwise indicated. A partially visible link is shown at the bottom of the list.

**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.

• [Attending Outdoor Events please review these important guidelines](#)

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

You have been unregistered.