

## How to Register for Nature London Field Trips

Nature London introduced a registration system for their field trips. How to register and unregister are described below.

### Please Note

- If multiple family members will be attending, each member must register. One registration is required per person.
- Every registrant (or guardian) must read and acknowledge agreement with the following **Nature London Waiver of Claims and Assumptions of Risk** form:

<http://www.naturelondon.com/nature-london-outing-waiver/>


## How to Register for an Event

To register for an event, please do the following:

- 1) Access the desired field trip in the online Nature London 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 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



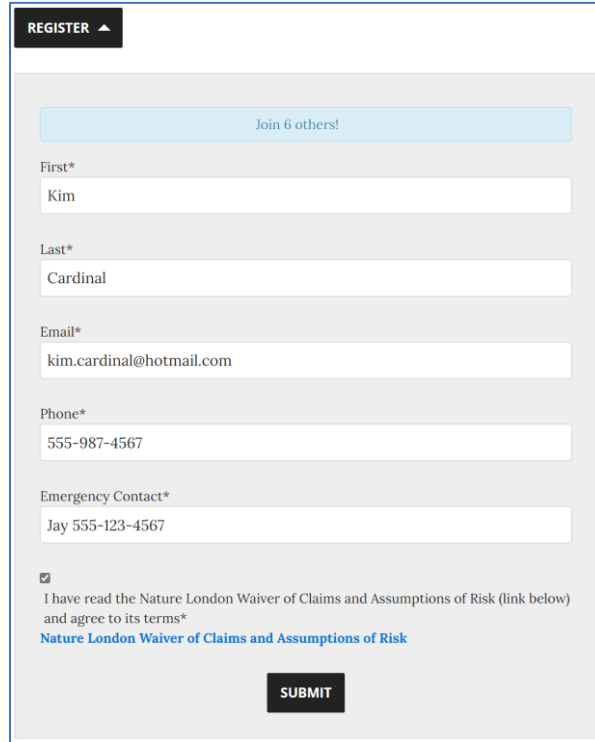
Attendance: 6 / 10

**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.

- 3) Click the **REGISTER** button. A registration form will appear. Do the following:
- Enter your first name, last name, email address, phone number, and emergency contact.
  - Read the **Nature London Waiver of Claims and Assumptions of Risk**. If you agree with the terms, click the checkbox.
  - Click the **SUBMIT** button.



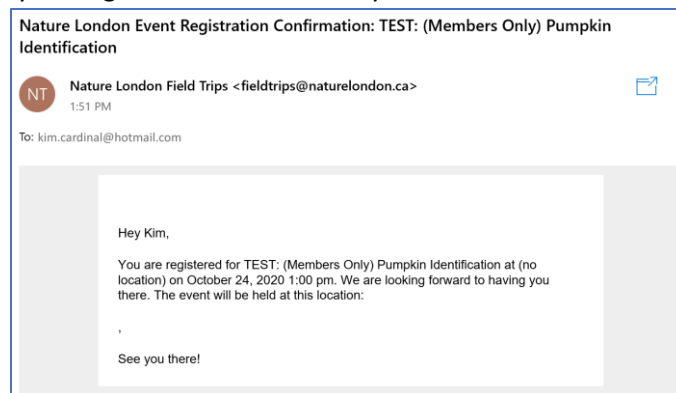
The screenshot shows a registration form with a dark grey header containing a 'REGISTER' button with a small upward-pointing arrow. Below the header is a light blue banner that says 'Join 6 others!'. The form fields are as follows: 'First\*' with the value 'Kim', 'Last\*' with 'Cardinal', 'Email\*' with 'kim.cardinal@hotmail.com', 'Phone\*' with '555-987-4567', and 'Emergency Contact\*' with 'Jay 555-123-4567'. Below the fields is a checkbox that is checked, with the text 'I have read the Nature London Waiver of Claims and Assumptions of Risk (link below) and agree to its terms\*'. A blue link for 'Nature London Waiver of Claims and Assumptions of Risk' is provided. At the bottom of the form is a dark grey 'SUBMIT' button.

- 4) You will receive two confirmations of registration as follows:

- Immediately in your web browser.

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

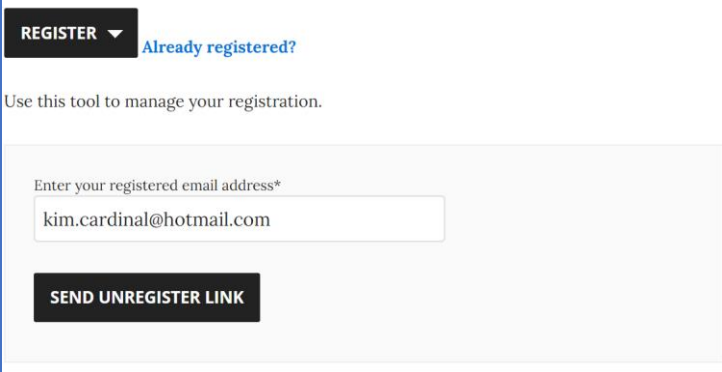
- An email sent to the account used in the form. If you do not receive an email within an hour, please check your spam or junk email folder. If there is no confirmation there, please contact [fieldtrips@naturelondon.ca](mailto:fieldtrips@naturelondon.ca). A Nature London Field Trip Coordinator will confirm your registration and contact you.



## How to Unregister from an Event

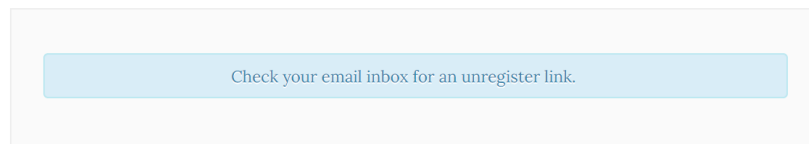
If you would like to unregister from an event for which you had previously registered, please do the following:

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

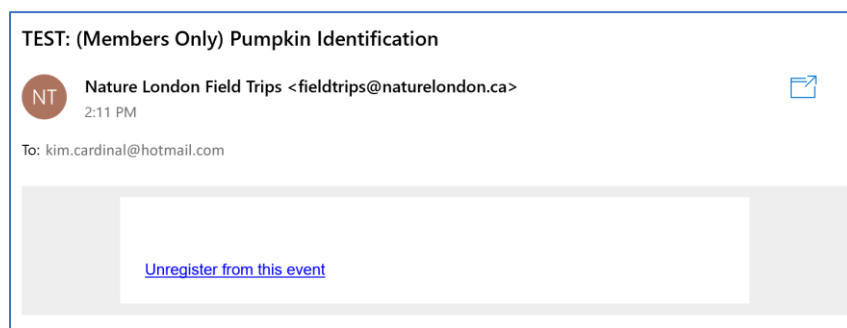


The screenshot shows a web interface for managing registration. At the top left, there is a dark button labeled "REGISTER" with a downward arrow. To its right is a blue link labeled "Already registered?". Below this, the text reads "Use this tool to manage your registration." There is a text input field with the placeholder "Enter your registered email address\*" and the value "kim.cardinal@hotmail.com". Below the input field is a dark 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 field trip will be opened in your web browser and you will see the following message indicating that you have been unregistered.

You have been unregistered.