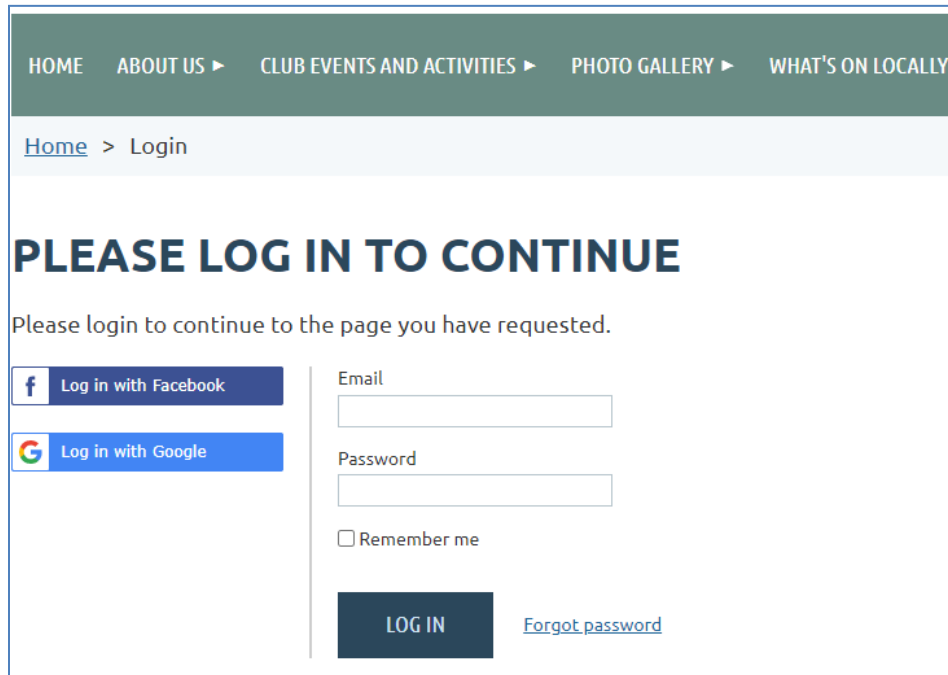


How to register for an event or meeting in Wild Apricot

To register for an event, you must first log in to Wild Apricot. To do this, go to www.lakecountryprobud.com and click on the little person icon in the top right of the screen. This screen appears:



The screenshot shows the login page of the website. At the top, there is a navigation bar with links: HOME, ABOUT US, CLUB EVENTS AND ACTIVITIES, PHOTO GALLERY, and WHAT'S ON LOCALLY!. Below the navigation bar, there is a breadcrumb trail: Home > Login. The main heading is "PLEASE LOG IN TO CONTINUE". Below the heading, there is a message: "Please login to continue to the page you have requested." There are two social login buttons: "Log in with Facebook" and "Log in with Google". To the right of these buttons, there are input fields for "Email" and "Password", and a checkbox for "Remember me". At the bottom, there is a "LOG IN" button and a link for "Forgot password".

Enter your email address and password and click on the **LOG IN** button.

Click on the **CLUB EVENTS AND ACTIVITIES** menu option, then the **EVENTS** option:




A list of events comes up. This example shows only the one event, the April General Meeting:

The screenshot shows a website navigation bar with links: HOME, ABOUT US, CLUB EVENTS AND ACTIVITIES, PHOTO GALLERY, WHAT'S ON LOCALLY!, APPLY TO JOIN, MEMBERS. Below the navigation bar is a breadcrumb trail: Home > Club Events and Activities > Events. The main heading is 'UPCOMING EVENTS' with a calendar icon and a link 'Switch to Calendar View'. The event title is 'April General Meeting'. The event details are: When: April 25, 2022 10:00 AM; Location: Hybrid Meeting, Mason's Hall, 24 James St E Orillia. A 'REGISTER' button is present. A description states: 'This will be a hybrid/in-person meeting. Those members who wish to attend the meeting in person should register for it beforehand. See the registration instruction here.' A 'Show details' link is also visible.

This particular event has no cost associated with it, so by registering for it you are merely sending an RSVP to the organizers. Click on the **REGISTER** button. A small window pops up:

The pop-up window is titled 'Registration confirmation'. The text inside reads: 'Dean Mallinson, please confirm that you wish to register for "April General Meeting"'. Below this, it lists: 'When: April 25, 2022' and 'Where: Hybrid Meeting, Mason's Hall, 24 James St E Orillia'. At the bottom, there are two buttons: 'Complete registration' and 'Close'.


Click on the **Complete registration** button. A confirmation screen appears as shown on the next page.

April General Meeting Add to my calendar 

Event April General Meeting
 April 25, 2022 10:00 AM
 Location: Hybrid Meeting, Mason's Hall, 24 James St E Orillia

Registration type RSVP

Event registration: Confirmation (Receipt)

 Thank you for your registration!
 Your registration is complete.
 Below are your registration details.

Event registration data



Last name Mallinson

First name David

If you find you need to cancel your registration, go into the list of events again. This time it will look like this:

HOME ABOUT US ► CLUB EVENTS AND ACTIVITIES ► PHOTO GALLERY ► WHAT'S ON LOCALLY! APPLY TO JOIN MEMBERS ►

[Home](#) > [Club Events and Activities](#) > Events

UPCOMING EVENTS   [Switch to Calendar View](#)

April General Meeting

When April 25, 2022
10:00 AM

Location Hybrid Meeting,
Mason's Hall, 24 James
St E Orillia

Already registered

This will be a hybrid/in-person meeting. Those members who wish to attend the meeting in person should register for it beforehand. See the registration instructions here.


[» Show details](#)

Click on the **Already registered** link. The following comes up:

HOME ABOUT US ► CLUB EVENTS AND ACTIVITIES ► PHOTO GALLERY ► WHAT'S ON LOCALLY! APPLY TO JOIN MEMBERS ►

[Home](#) > [April General Meeting](#) > [My profile](#) > Event registration details

April General Meeting Add to my calendar

 Registration confirmed. To change, contact [administrator](#).

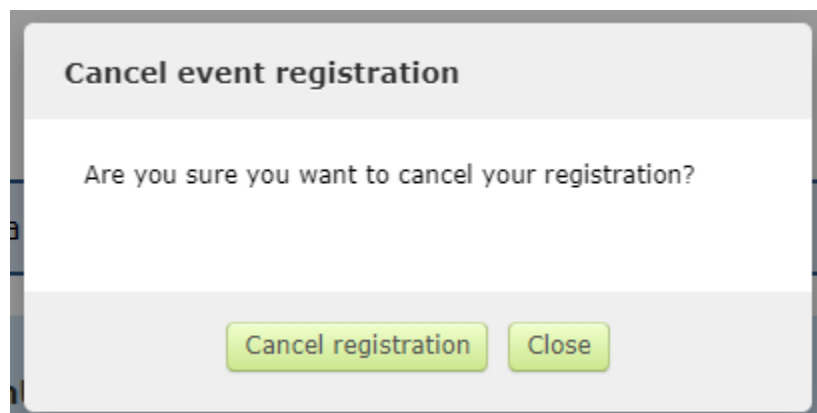
Event April General Meeting
April 25, 2022 10:00 AM
Location: Hybrid Meeting, Mason's Hall, 24 James St E Orillia

Registration type RSVP

[CANCEL REGISTRATION](#)


If you want to cancel your registration, click on the **CANCEL REGISTRATION** button.


A small window pops up asking you if you are sure:



Click on the **Cancel registration** button to confirm the cancellation. The following screen will be returned:

April General Meeting

Add to my calendar 

 Your registration has been canceled successfully.

Event April General Meeting
April 25, 2022 10:00 AM
Location: Hybrid Meeting, Mason's Hall, 24 James St E Orillia

Registration type RSVP