

Signing up for a meal using the SIYC Website

1. Go to the Event Calendar on the SIYC website at www.solomonsislandyachtclub.com
2. Log in to the website with your username and password.
3. Click on a dinner announcement requiring a signup.
4. When that opens, click on the button on the right hand side that says “Sign Up Here”.
5. On the page that come up there will be three Registrant Type choices at the bottom. Pick one then click “Next” at the bottom.
 - a. “Member Initiated Signup” – pick this if you intend to sign yourself up and you haven’t already done so. You can also sign up others at the same time with this choice. If you try to pick this after you’ve already signed up, you’ll get a warning so you don’t accidentally sign up twice.
 - b. “I’m Not Attending and I’m Registering Someone Else” – pick this if for instance, you are signing up your spouse and maybe another guest but you are not going.
 - c. “I’m Already Registered and I’m Registering Someone Else” – Pick this if you already signed yourself up but want to add additional people.
6. The next page allows you to sign up additional people, like your spouse or other non-members.
 - a. If you only want to sign up yourself, and do not want to add any additional people, you’re just about complete. Click “Next” at the bottom of the page. You will get a summary of your registration. To complete the sign in, click on the “Complete Registration” button at the bottom. You will also get an email verifying the signup. Click “Cancel” anywhere along the way prior to completion to stop the signup process.
 - b. If you want to add additional people to your signup, click on the green “Add a Guest to Registration” button. You will get a popup with two tabs at the top. You can select either tab by clicking on it.
 - i. The left tab labeled “Add Guest” is selected by default (in white). Use this tab to invite non-members. Enter the name of one guest at a time and optionally their email address. Hit “Save”. A new page will show you the entry you just made and give you another “Add a Guest to Registration” option to add more guests. On this page you can also edit any entry by clicking on the pencil, or delete an entry by clicking on the trash can. If you’re done adding guests, click “Next” at the bottom of the page to continue.
 - ii. The right tab in the pop up labeled “Add Another Member” allows you to easily add your spouse. Click on that tab. Under the pull down menu next to “Default Registrant Type” you must choose either “Not Attending or Already Registered” if that applies to you, or “Member Initiated Signup” if you are signing up yourself along with your spouse at the same time. Once you’ve made a selection click “Save”. The next page that comes up will show your spouse and anyone else you had already signed up using the “Add Guest” tab. On this page you can edit any entry by clicking on the pencil next to it, or delete an entry by clicking on the trash can next to it. When you are satisfied, either click on the green “Add a Guest to

Registration” to continue adding guests or click on “Next” at the bottom of the page to continue.

7. The final page that comes up will show a summary of everyone you signed up. You can either select “Back” to add or remove guest entries, “Cancel” to delete everything, or “Complete Registration” to post your entries to the on line registrant list.
8. Once you complete the sign up, you will receive a confirmation email from SIYC with a summary. If you do not get this confirmation email after a few minutes, your registration did not work and you’ll have to try again. A common mistake is not clicking on the “Complete Registration” button on the bottom of the final page.
9. Finally, if you need to cancel your registration you must do that from your Profile page before the cancellation cutoff date (usually 2 days before the event). After logging in, move your cursor over your name in the upper right hand corner of any SIYC web page and select “Profile”. The bottom left selection on your profile page is “Event History”. Click on that and all the events you have signed up for will be listed. Find the one you want to cancel and click on the trash can. Unfortunately, all the people you had registered for that event will be removed from the registrant list. If you only needed to delete one or two people you registered, the system can’t do that. In that case you’ll have to go back again and sign in the others who are still going.