

## Signing up for a meal using the SIYC Website

1. Go to the Event Calendar on the SIYC website at [www.solomonsislandyachtclub.com](http://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 some choices. Pick the one’s that apply then click “Next” at the bottom. Always select “Active Members” if there is more than one choice there.
  - a. “Me Only” – pick this if you intend to sign just yourself up and you haven’t already done so. 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. On the next page you’ll be able to select “Complete Registration” and you’ll be all done.
  - b. “Me + xx guests” – pick this if for instance, you are signing up yourself, spouse and maybe other guests.
  - c. “Not me but I’m registering xx” – Pick this if you want to sign up other people without signing up yourself. Use this also if you are adding more guests to your original signup.
6. If you chose to sign up additional people, like your spouse, another member, or a non-members, the next page will allow you to do that.
  - a. Click on “Active members” if that choice is visible.
  - b. Click on the Guest options you want for each guest.
    - i. “Member Guest – a non member” for non members.
    - ii. “Member Guest – another member” for signing up another club member.
    - iii. “Member Guest – another person in your membership” for your spouse.
    - iv. “Member Initiated Signup” No need to use this selection. It’s the same as the non member choice.
  - c. When you are done adding guests, select “Next”
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.