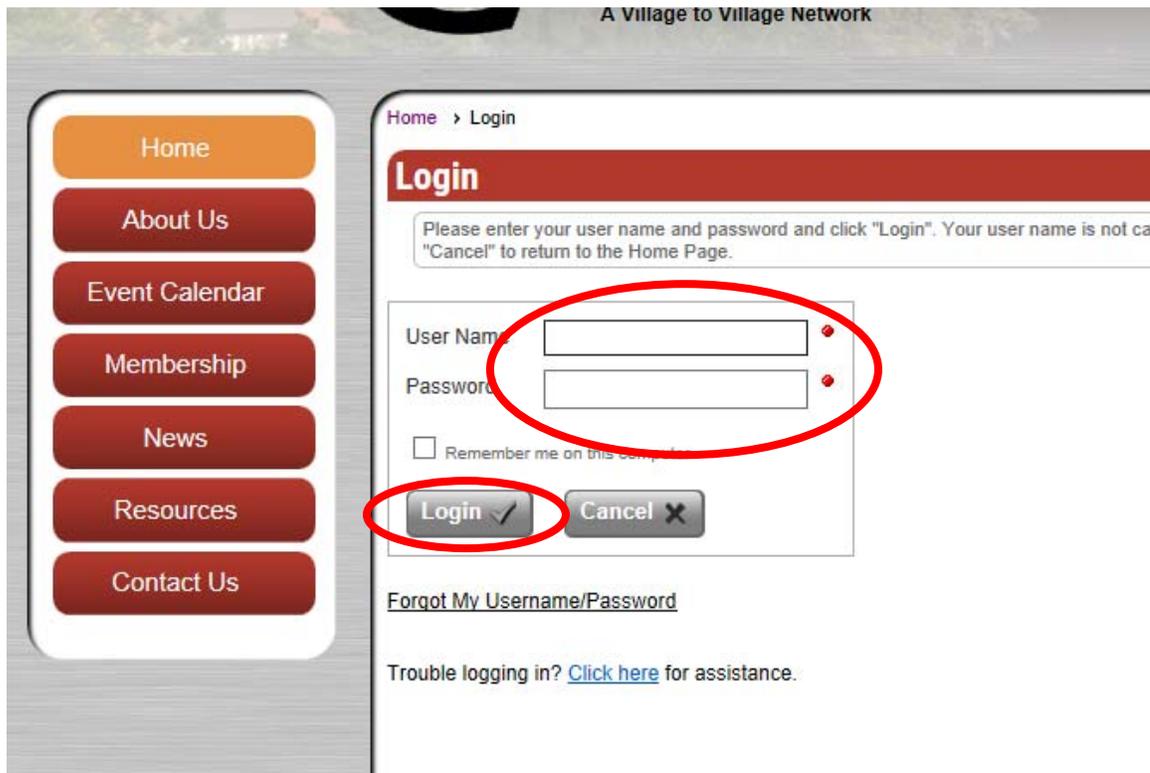


PVV Event Registration Instructions

- Once a PVV event is advertised, go to <http://parkviewvillageva.org/> and in the upper right corner, log in with your user name and password.



- (If you do not have your user name or password, email Denise Sauder, PVV's administrative assistant, at parkviewvillage.harrisonburg@gmail.com.)

- On the left side of the page, click on "Event Calendar." A calendar will come up. (You can view it in either "grid" or "list" view.)

- Find the date and title of the even, then double-click on the title. You may have to move your calendar to the month you wish to look at.

Home > Events

Events - Grid View

The event calendar shows upcoming club events. Select a view then use the navigation buttons to move between dates. Click on the event to view more information, including the event description, times, location, fees and any rules regarding attendance; you can also register for events from this screen. Click on the magnifying glass on the toolbar to see search and filter options.

Switch to List View Add QuickEvent Today Legend

Mar	April 2015						May
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
29	30	31	1 EMU Film Schedule/Course - Zaytoun, Eran Riklis	2	3	4	
5	6	7	8 EMU Film Schedule/Course - Omar, Hany Abu-Assad Program At Gemeinschaft	9	10 PVV Movie, "A River Runs Through It"	11	
12	13	14	15 EMU Film Schedule/Course - West Bank Story	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	

- You will see details about the event, time, and place shown, capacity (how many seats for guests), and “available slots”: ____ (showing how many remain available), if there are a limited number of seats for an event.
- Click on the grey box to the right, labeled “register now.”

Home > Events > PVV Movie, "A River Runs Through It"

Events - Event View

This is the "Event Detail" view, showing all available information for this event. If registration is required or recommended, click the "Register Now" button to start the process. If the event has passed, click the "Event Report" button to read a report and view photos that were uploaded.

[Return to Grid View](#) [Today](#)

[Basic Info](#) [Description](#) [More Info](#) [Registrations](#) [Attendance](#) [Reports](#) [Questions](#) [Emailing](#) [Notes](#) [Export](#) [Share](#)

PVV Movie, "A River Runs Through It"

When: Friday, Apr 10, 2015, 7:00 PM until 9:00 PM
Where: Heatwole Home

Contact: Christine Edwards

Category: Movie

Registration: Required
Capacity: 16
Available Slots: 16

Registrants & Fees:

Registrant	Fee
Member	No Fee
Member Companion	No Fee

[Register Now](#)
[Registrants](#)

[Add to my calendar](#)

Two brothers, a scholar (Craig Sheffer) and gambler (Brad Pitt), struggle to mollify the lofty moral -- and fly-fishing -- standards of their preacher father (Tom Skerritt). Director Robert Redford's 1992 Oscar-winning, nostalgic meditation about the fierce bonds that unite and divide families, based on a book by Norman Maclean, is set in rural Montana in the early 1900s.

- A new box will appear. Look for the heading about halfway down, titled “Primary Registrant.” Under it you will see a choice of signing up yourself, another member, or a non-member. Make your choice (click).
- Under this, you’ll see “Select registrant type.” Scroll down with the arrow to “Members” and choose that.
- If you are not registering anyone else, just click next. On the next screen click “Complete Registration”.
- If you want to register another household member click “Add Other Members in Membership”, click “Next”

Home > Events > PVV Movie, "A River Runs Through It" > Registration

Event Registration - Personal Information

To begin the registration process, select one of the following options. If you are a club member, you must first log in before registering. If you are not a club member and the event is open to non-members, select this option and specify your name. Then proceed to the next step.

Event: PVV Movie, "A River Runs Through It"
When: Friday, Apr 10, 2015, 7:00 PM until 9:00 PM
Where: Heatwale Home

Contact: Christine Edwards

Primary Registrant

Sign up yourself
 Sign up member
 Sign up a non-member

Select Registrant Type: Member

Companions/Guests

Add the names of the companions (if any) who will be attending the event with you by clicking the 'Add Companions/Guests' button.
Note: If nothing happens when you click the button, your popup blocker may be preventing the page from appearing. Click 'Edit' to change information for a specific companion or remove the companion previously added.

The image shows a registration form with several red circles highlighting specific elements: the 'Sign up yourself' radio button, the 'Member' dropdown menu, the 'Add Other Members in Membership' button, and the 'Next' button.

- Under Default Registrant, click “member companion.” Then you will see a space for each person in your household. Scroll down to register anyone planning to go as “member companion.” Click “Save”.

Add Other Members in Membership

Select the registrant type for individuals who are attending this event. Select 'Not Attending or Already Registered' if the person is not attending. To change the registrant type for everyone, make a selection in the Default Registrant Type.

Default Registrant Type **Member Companion**

Primary Member

Test Account Primary Registrant

Secondary Members

Test2 Account **Member Companion**

Tertiary Members

Save **Cancel**

- You will see the previous screen. Click “Next,” and you are registered.
- We want to allow registration first for PVV members, then accommodate other guests if seats remain available.
- You will also see a way to cancel. If you have registered but find you cannot come to an event, please revisit the website and cancel to allow someone else a space.
- Once the spaces are filled, it will no longer be possible to register. In the case of a movie event, the Heatwole’s home theatre can accommodate 16 guests at maximum. Other events may have a limited capacity.

- If the event has a charge, there are several options to pay, 1) In Advance, 2) In Advance or At Event, 3) At Event.
- Then click “Complete Registration”.

Home > Events > Bus Trip To Museum Of The Shenandoah Valley > Registration

Event Registration - Summary

Review the registration info shown below.

Event Information

Event: Bus Trip To Museum Of The Shenandoah Valley
When: Tuesday, Aug 18, 2015, 8:30 AM until 4:00 PM
Where: Depart from Park View Mennonite Church. Museum is in Winchester
Contact:

Payment: Payment In Advance Or At Event

Registrant Information

Primary Registrant: Test Account
Companion(s): Test2 Account

Activity/Item Information

Activity/Item	Registrant/Fees
Bus Trip To Museum Of The Shenandoah Valley When: Tuesday, Aug 18, 2015, 8:30 AM until 4:00 PM Where: Same as event	Test Account \$ 28.00 Test2 Account \$ 28.00
Total: \$56.00	

Payment information

You may pay for this registration in advance or at the event. Please make your selection below and click the “Complete Registration” button to reserve your place. If you elect to pay in advance, you will see the Payment page. Depending on which options this organization has configured, you may be able to pay with a credit card online or print an invoice and pay with a check. Pay In Advance Pay at event

- Depending on the payment requirements, you can select the pay by credit card or print an invoice and send a check from the drop down. If payment is required at event, you will get a message that you need to pay at the event.

Home > Make Payment

Make Payment for Test Account (8)

The list below shows outstanding payments due. Use the checkboxes to select which payments you wish to make. Then, make a choice in the "Select Payment Method" dropdown list. If you elect to pay by credit card, enter the required information, and press the "Submit Payment" button. Please allow a minute or so for your transaction to complete.

If you prefer to pay by check, select the "Print Invoice and Send Check" option and press the button with the same name. A printable version of the page will be displayed which includes instructions on how to make out your check and where to mail it.

Fields marked ● require an entry.

<input checked="" type="checkbox"/>	Event Registration (4/3/2015 Ref # 1001) 8/18/2015 - Bus Trip To Museum Of The Shenandoah Valley	Due \$ 56.00	Pay \$ 56.00
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Test2 Account - Bus Trip To Museum Of The Shenandoah Valley	28.00
Test Account - Bus Trip To Museum Of The Shenandoah Valley	28.00
Transaction Total: 56.00	

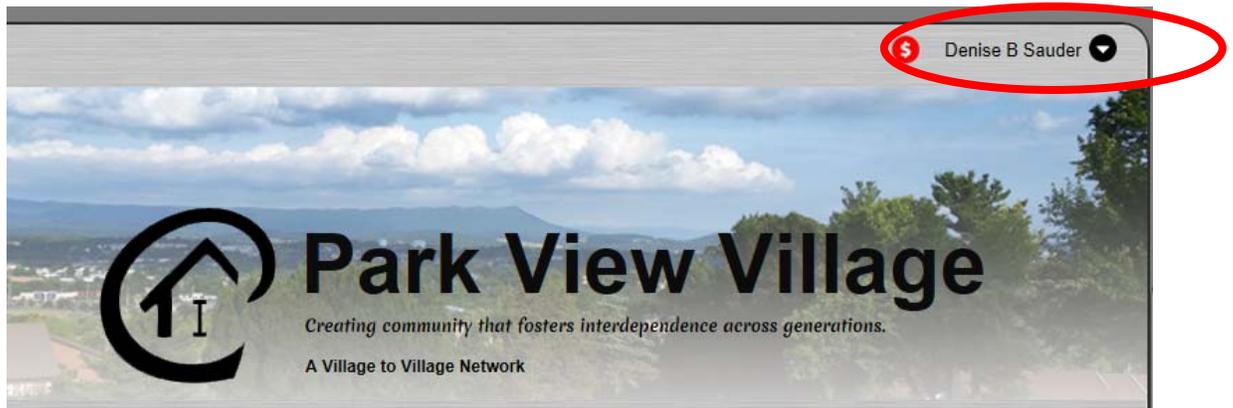
Total Selected For Payment \$ 56.00

Select Payment Method < Select Payment Method > ●

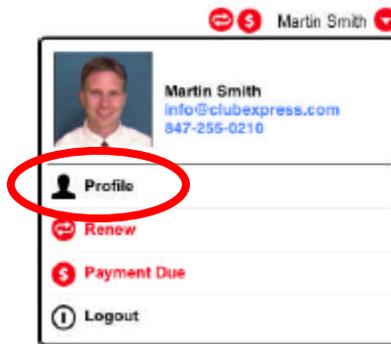
Review the payments due, and select the items you wish to pay for now. Then, select a payment type and follow the instructions provided.

Refund Policy
All payments are final. We do not provide refunds for membership signups and renewals, event registrations, donations, storefront purchases, or other misc. charges. Please carefully review the charge(s) checked above and be sure you know what you are paying for.
The refund policy is set by PVI Villages: Park View Village. If refunds are available, requests must be directed to PVI Villages: Park View Village - they cannot be handled by ClubExpress.

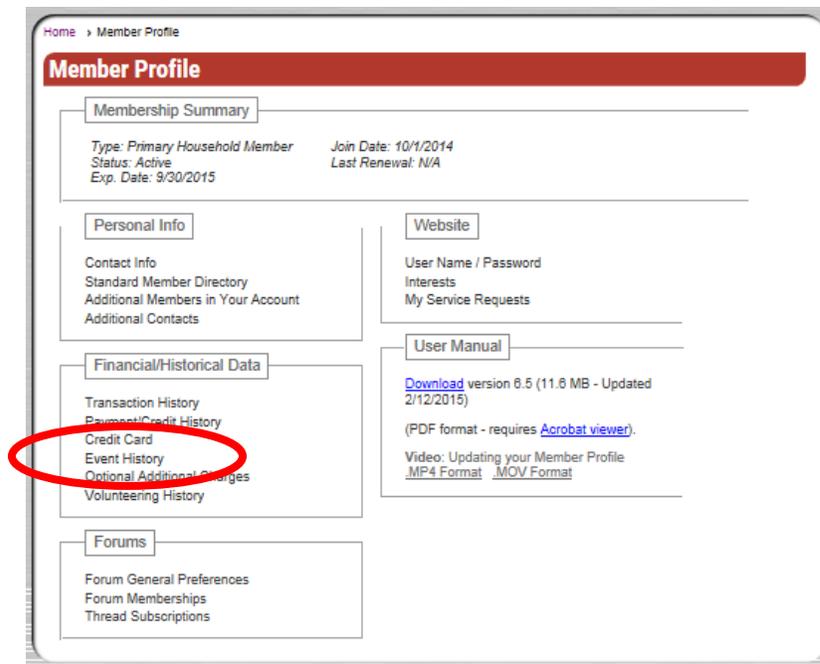
- To cancel an event registration. Go to the upper right corner where you see your name.
- Click the black circle with white arrow.



- Click on "Profile".



- Click on "Event History".



- Find the event you want to cancel and click the trash can icon to the right.

Home > Member Profile > Event History

Event History

This screen lists the events that you have registered for. If you registered companions they will appear here as well.

Event	Date	Amount	Status	Attendance
⌵ PVV Movie, "A River Runs Throu...	04/10/2015	0.00	Paid	Not Recorded 
⌵ PVV Movie, "A River Runs Throu...	04/10/2015	0.00	Cancelled	Not Recorded
⌵ PVV Movie, "A River Runs Throu...	04/10/2015	0.00	Cancelled	Not Recorded
⌵ PVV Movie, "A River Runs Throu...	04/10/2015	0.00	Cancelled	Not Recorded

[Return to Previous Page](#)

- This screen will come up, click "OK".

