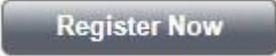


Event Registration Instructions-MEMBER & GUESTS (SPOUSE + 2 OTHER MEMBERS)

1. This set of instructions is for registering a **Member and Guests** (Spouses and other Members). If you are signing up as a individual, or you are signing up another Member without signing yourself up, please use one of the other instructions.

2. Click on the  button.

3. On the **Event Registration - Who's Attending** screen, click on the **Me+** radio button.

Who is registering for this event?

Me only

Me only

Me +  1  guests

Not me but I'm registering   others

Use the  1  guests buttons to select the number of additional registrants, and Click **Next**.

4. The website needs to know which type of Member(s) that you are registering. Are they A) Another Person in you Membership (are they a Secondary Member to your Primary, or vice versa? Usually a spouse), or B) Are they any other Member. **IF THEY ARE NOT A MEMBER, CLICK ON CANCEL NOW!** Call the VP of Membership and get them signed up! If they are your spouse, click on the first radio button:

My Registration

Active members

Guest 1

Member Guest - Another Person in your Membership

Member Guest - another member

Click on the **Next** button.

5. The name of your spouse will be on the next screen:

Gomez Addams

Guest 1 - Someone in my membership

Morticia Addams

Click on the *Next* button.

6. If the additional Member that you want to sign up is not associated with your member profile, then click on the second radio button:

My Registration

Active members

Guest 1

Member Guest - Another Person in your Membership
 Member Guest - another member

Click on the *Next* button.

7. You must pick the Member out of the Member Database. If this person is not a Member, **CLICK ON CANCEL NOW!** Your registration will be invalid if you continue! When you see this screen, click on *select*:

My Registration

Guest 1 - Another Member

Not Selected [Select](#)

8. A system window will pop up that allows you to search the membership database. Type the first few letters of the Members name and click Search. When the name of the Member appears in the **Search Results** window, double-click on it:



9. The Members name will appear on a screen like this:

Click on the *Next* button.

10. On the first **Event Registration - Activities** screen, the Member should choose either Full or Land package. For some trips only one type is offered. If the type of package that you want/need to have is **Filled**, you must contact the Trip Coordinator to find out if/when more will be made available.

Activities for Gomez Addams

Activities/Items

Click the arrow to the left to view or hide the activity/item details. Check the box on the right to add each activity/item to your registration.

- Full Package (Balance must be paid by Final Payment Date of Fri. Nov. 15, 2019). Event start date \$ 1,129.00
- Land Package (Balance must be paid by Final Payment Date of Fri, Nov. 15, 2019). Event start date \$ 716.00

Registrant Total: \$ 1,129.00
Registration Total: \$ 1,129.00

[< Back] [Cancel X] [Next >]

Click on the *Next* button.

11. On all of the additional **Event Registration - Activities** screens, the Member should choose either Full or Land package for all of the Guests.

Activities for Morticia Addams

Activities/Items

Click the arrow to the left to view or hide the activity/item details. Check the box on the right to add each activity/item to your registration.

<input checked="" type="checkbox"/> Full Package (Balance must be paid by Final Payment Date of Fri. Nov. 15, 2019). Event start date	\$ 1,129.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Land Package (Balance must be paid by Final Payment Date of Fri. Nov. 15, 2019). Event start date	\$ 716.00	<input type="checkbox"/>

Registrant Total: \$ 1,129.00
Registration Total: \$ 2,258.00

[← Back](#) [Cancel X](#) [Next →](#)

12. On the **Event Registration - Activities** screen, check the box that indicates that you accept the Cancellation and Risk Acceptance policy of SCSC for all registrants.

Cancellation and Risk Acceptance

Registration constitutes agreement to abide by all rules, regulations, and policies of Space City Ski Club, Inc. I / We and hold harmless Space City Ski Club, Inc., its officers, and official representatives for any liability for personal injury incurred, or caused by me / us, while participating in any Space City Ski Club, Inc. activity, function, or trip. You agree to abide by the Club By-Laws and Standing Rules. If you don't remember these By-Laws and Standing Rules, please refer again in the documents tab.

I agree for myself and on behalf of everyone included in this registration.

[← Back](#) [Cancel X](#) [Next →](#)

Click on the **Next** button.

13. On the **Event Registration - Summary** screen, you need to confirm the choices that you have made.

Event Information

Your event registration is not complete until you review the information below and then click Complete Registration at the top or bottom of the page.

◀ Back

Cancel ✕

Complete Registration ⚡

Print Summary

Event: Snowmass

When: Saturday, January 12, 2019 to Saturday, January 19, 2019

Where: Top of the Village Condos
855 Carriage Way
Snowmass Village, CO

Payment: Payment In Advance Only

Registrant Information

👤 Gomez Addams (Primary Registrant)

👤 Morticia Addams (Guest)

Activity/Item Information

Full Package (balance must be paid on or before Final Payment Date)

👤 Gomez Addams

1 @ 1,260.00 = \$ 1,260.00

👤 Morticia Addams

1 @ 1,260.00 = \$ 1,260.00

Registration Total: \$ 2,520.00

Payment Information

Payment must be made in advance for this registration. Click the "Complete Registration" button to reserve your place and go to 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. Please note that your registration will not be confirmed until payment is received.

◀ Back

Cancel ✕

Complete Registration ⚡

Print Summary

Complete Registration ⚡

If you agree, click the button.

14. The amount of deposit that you need to pay is the one person Deposit amount times the number of registrants. On the **Make A Payment For Your Name** screen, you must click on the *pencil* icon next to the box in the upper right corner of this screen:

Event Registration

(8/15/2018 Ref # 2367)

Dec 8, 2018 - Vail

Due 2,878.00 Pay 150.00 ✎

Gomez Addams - Land Package
Guest 1 - Land Package

1,439.00

1,439.00

Transaction Total: 2,878.00

Total Selected For Payment

\$ 150.00

the screen will change to look like this:

Event Registration

(8/15/2018 Ref # 2367)

Dec 8, 2018 - Vail

Due 2,878.00 Pay

Gomez Addams - Land Package	1,439.00
Guest 1 - Land Package	1,439.00
Transaction Total: 2,878.00	

Min: 150 Max: 2878

Total Selected For Payment

- Type into the box the new deposit amount, and click in the white space to the right of the box. The amount in **Total Selected For Payment** box will change to the new deposit amount that you typed
15. Select your Payment Method.

Make Payment for Gomez Addams (532)

The list below shows outstanding payments due. Use the checkboxes to select which payments you wish to make. The available payment options are in the "Payment Method" dropdown list. Make a selection and follow the instructions.

You may print an invoice or a copy of this page by using the 'Print' buttons at the bottom of the page.

If partial payment is allowed for one or more of your items, click  to change amount.

Event Registration

(8/16/2018 Ref # 2420)

Jan 12, 2019 - Snowmass

Due 2,520.00 Pay

Gomez Addams - Full Package (balance must be paid on or before Final Payment Date)	1,260.00
Guest 1 - Full Package (balance must be paid on or before Final Payment Date)	1,260.00
Transaction Total: 2,520.00	

Total Selected For Payment

Payment Method

Review the payments instructions provided.

Credit Card
Check

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 Space City Ski Club. If refunds are available, requests must be directed to Space City Ski Club - they cannot be handled by ClubExpress.

[Print Invoice \(PDF\)](#)

[Print This Page](#)

[Submit Payment](#) ✓

[Cancel Payment](#) ✕

Follow the instruction on the screen for paying by either credit card or check.

At this time our credit card processor only allows our members to make maximum payments of \$1,000 at a time. However the number of payments you make are not limited by time or number. So please, save your credit card information on the first payment and just use it until you have made all necessary payments. Visa and Discover are preferred. We accept MasterCard as well.

If you are paying by check, **THE PROCEDURE HAS CHANGED**. You now make your check out to Space City Ski Club c/o ClubExpress. **DO NOT MAKE YOUR CHECK OUT TO SCSC**. Please print an invoice, and mail your invoice and check to ClubExpress.

If you want a single supplement, please contact the Trip Coordinator immediately after

registering for this trip. **Single supplements may not be available due to limited number. Contact the Trip Coordinator BEFORE registering if getting a single supplement is crucial to you.**

16. It is highly suggested that you print out these instructions to refer to as you go through registration.



Click the  widget on the right side of your monitor. A menu will pull out . Click on Print to print this page. Alternatively, you can Copy and Paste this entire page to a Word document for better formatting.