

How to enter RSVP for Overnight Events on Carolina Lightning website.

This document covers steps for RSVP for overnight events on the Carolina Lightning website. This is the process that we will use to establish how many rooms a team needs to have blocked for their event. This is not the actual registration for the hotel. Each RSVP event will have an open and close date, once the close date has passed the Lightning Travel coordinator will pull the data and set up the blocks based on this info.

Once the block is arranged, instructions for contacting your hotel for actual reservations will be distributed. There are many benefits to traveling together as a team, one of the benefits the Lightning Organization gains by setting up hotels in block are compensation rooms for our coaches. This is not possible if families reserve rooms outside the block or at other hotels.

This RSVP document covers the first step so that Lightning Travel coordinator has head count, and then can research and identify hotels for best fit (price, distance to rink, amenities, etc.) for each traveling team.

Please do not make any reservations for families besides yours, parents are responsible for calling in and giving their own information and credit card numbers once the blocks are established. Manager nor the Lightning Travel coordinator should not be making reservations for player families.

How to RSVP for overnight event:

1. Select Register Button on the home page.

The screenshot shows the Carolina Lightning website home page. At the top, there are navigation tabs: Home, Our Teams, Mission, History, Service, Scholarship, and Privacy. Below the tabs is a navigation menu with buttons for Home, Contacts, Links, Register Online (with a 'NEW' badge), Documents, Team Contacts, Master Schedule, Directions, Rinks, Feedback, Pictures, and Edit My Account. The main content area features a 'WELCOME TO THE LIGHTNING!' message dated 05/18/2013, followed by a paragraph about the organization. Below this is a 'HEADLINES' section with several items: 'Hydrate!', 'Carolina Lightning Sponsorship Program', 'The Penalty Box', 'Concussion Baseline Testing - U10s/U8s (UPDATED)', 'Did you get your Lightning Program Statement? (Updated)', 'USA Hockey Coaching Certification Clinics', and 'New PO Box - Payment Address Reminder'. To the right of the headlines is a photo of the 2013 CHL Bantam B Champions and a calendar for September 2013. At the bottom right, there is a large orange 'REGISTER NOW' button and a 'LINKS TO OUR FRIENDS' section.

Home Our Teams Mission History Service Scholarship Privacy

WELCOME TO THE LIGHTNING!
posted 05/18/2013
The Carolina Lightning is a boys and girls hockey program based in Raleigh, North Carolina. The Lightning organization believes in developing young people's hockey skills through a positive, educational and safe environment. For information about joining the Lightning program, please email Don Schaap (schaap1@live.com).

HEADLINES

- **Hydrate!**
HYDRATION NOTICE TO ALL...
- **Carolina Lightning Sponsorship Program**
Lightning Parents and Potential Sponsors, Carolina...
- **The Penalty Box**
The Penalty Box offers Carolina Lightning players \$5...
- **Concussion Baseline Testing - U10s/U8s (UPDATED)**
Date and Times for Concussion Baseline Testing-U10s...
- **Did you get your Lightning Program Statement? (Updated)**
Update on 8/23/13. Please check your spam...
- **USA Hockey Coaching Certification Clinics**
Tentative USA Hockey Coaching Certification Clinics...
- **New PO Box - Payment Address Reminder**
Reminder that ALL payments are to be written...

HYDRATE!

2013 CHL Bantam B Champions (Feb 2013)

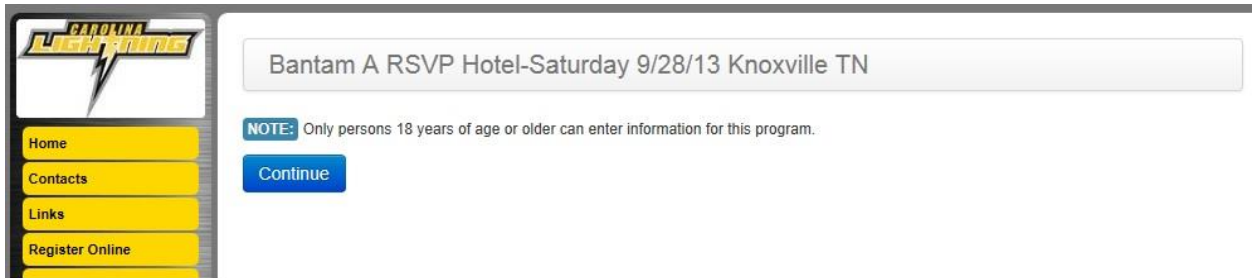
← SEPTEMBER 2013 →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

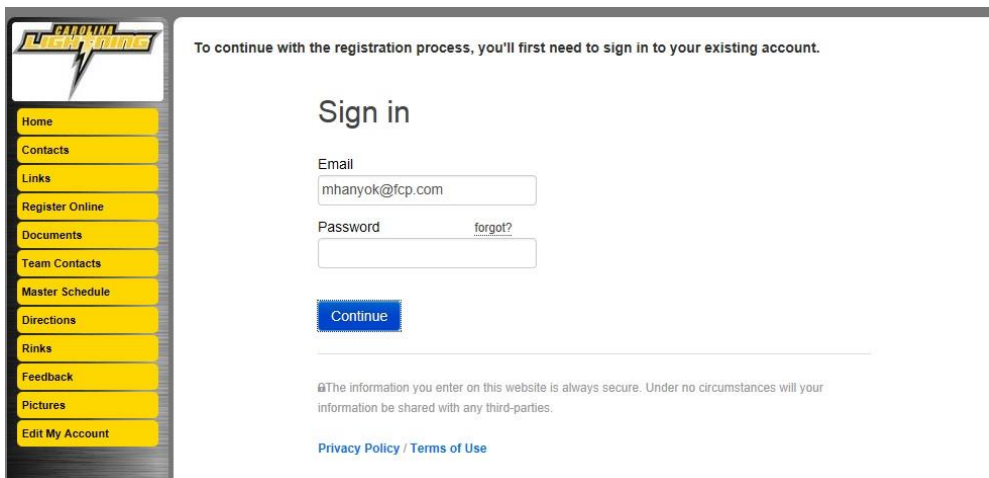
REGISTER NOW

LINKS TO OUR FRIENDS

2. Confirmation page will display, Select Continue.



3. Login page will display, enter credentials and Continue.



4. The Register Family Members dialog will display. There may be multiple events here.

5. Select the Green Register button next to name for the player.

Notes: Players are not eligible to register themselves.

Register Family Members Options ▾

Click the green "Register" button to the left of a person's name to register them. Members with an "Ineligible" button do not meet qualification restrictions for this registration program. **Tip:** Click on someone's name to edit their personal information.

Template-U16A RSVP Hotel-Saturday 10/5/13 Augusta, GA

Members	
<input type="button" value="X Ineligible"/>	Test Parent Hanyok
<input type="button" value="X Ineligible"/>	Tim Hanyok
Children	
<input type="button" value="X Ineligible"/>	Jonathan Hanyok
<input type="button" value="✓ Register"/>	TestPlayer Hanyok

- Individual data page may display if your player is missing required information. Fill that in and Select blue Submit button at bottom of page.

Bantam A RSVP Hotel-Saturday 9/28/13 Knoxville TN

Test Parent Hanyok

*First Name Last

*Address 10101 Clairbourne Place

*City, ST, Postal Raleigh NC 27615 (zip code)

*Country UNITED STATES

*Home Phone 919-841-0497

Work Phone

Cell Phone 919-656-6198 Provider No Text Messages

Email Address Add us as a safe sender

- Supplemental Information page will display. This is the detailed information that Travel coordinator will need.

Bantam A RSVP Hotel-Saturday 9/28/13 Knoxville TN

Test Parent Hanyok / Supplemental Information

Choose a team: *
(Choose) ▾

1. Will your player be attending these games: *
(Choose) ▾

Number of Adult Quests: *

Number of Children (count only those in your family traveling + player):
*

Special Requests/Comments: *

Fields marked with an (*) are required.

8. Answer questions and select blue Submit button. Special situations:

- Player is going with another family, parents are not going: number of adults would be 0, the number of children/player would be 1 and in the comments section include staying and riding with 'Blue' family.
- Family is sharing room with another family, i.e. 2 dads & 2 players. Each family puts in 1 adult and 1 player as well as comment in that sharing room.

9. Confirmation page will display, from here you can edit registration.

REGISTRATION REVIEW



CLH / Bantam A RSVP Hotel-Saturday 9/28/13 Knoxville TN

Print

Registration is Complete. Your information has been recorded. Please review the data you provided in the listing below. If you see anything that you'd like to change or amend, click the buttons to return to the appropriate form. Otherwise, you're done.

Thank you for RSVP for Lightning travel.

Kim

The information you've provided is as follows:

Name:	Test Parent Hanyok
Address:	100 Mail Street Raleigh, NC 27615
Home Phone:	919-841-0497
Email Address:	mhanyok@fcp.com
<input type="button" value="Edit"/>	

Team Selection1:	>Boys>Bantam A (U14)
PlayerAttending:	Yes
Number of Adults:	1
Number of Children:	1
Comments:	Can edit after submission? Yes I can. Updated again after went live..
<input type="button" value="Edit"/>	

10. In addition you will receive email confirmation:

