



## Online Event Registration System User Guide (REGI)

April 2011

### **Welcome**

Welcome to the new Event Registration System (REGI) for the AMC's Hiking/Backpacking Committee of the Boston Chapter. The new system allows you to enter your profile information once and reuse the same information to sign up for multiple HB events. The registration system also allows you to track the status of events, carpool information, as well as your registration status in an easy and centralized way.

### **Create Your Account**

**Step 1** Go to the login screen at  
<http://www.hbbostonamc.org/eventregistration>

You can also find this link on the H/B website under the Trips & Activities section  
<http://www.hbbostonamc.org/>

**Step 2** Click the link that says "create a new account here."

**Step 3** Enter your information as requested, starting with the required fields (user name, password, first/last name, email) and click the "New Profile" button.

Note that you can return to edit your profile at any time by clicking on "My profile" in the navigation bar at the upper right of every page. Don't forget to update your experience profile as you go on hikes. Also, please do not to create more than one online account.

### **Forgot password**

There is a 'forgot password' link on the front page you can use to send yourself your password if you forget it. If you use it, be advised that the email may be in your spam box. The email will come from  
[AMC.Trip.Registration@srv02.lyonshost.com](mailto:AMC.Trip.Registration@srv02.lyonshost.com)

### **Register for a Event**

Once you have created your profile, you can immediately begin to sign up for events that are using the new online event registration system.

**Step 1** On the registration page of the event you are interested in, you will find basic information about the event: name, description, a gear list, and specific questions, such as whether you have the listed gear, and your carpooling details. Enter the requested information and click "Register."

**Step 2** Your registration status will be listed as "SUBMITTED" under your "My Trips" page until the leader approves you for the event.

**How do I know whether I have been approved?**

Once the leader has had a chance to review your application, your registration status will be updated to "APPROVED" or "WAITLIST". You will receive an automated email sent to your profile email address to notify you of the status change. Your registration status is also listed under your "My Trips" page under the column "My Registration Status".

**Once you are approved**

Once you are "APPROVED," log in to the system, and, in your "My Trips" page, click on the blue "[REGISTRATION PAGE]" link of the event. You will be directed to the registration page and will now be able to see all other approved participants with their carpool information. Update your carpool information. You can always go to this page to review the information and update your specific information, for example, if you have borrowed or purchased some gear that you previously lacked.

**If you are waitlisted**

If there the event is currently full with a waitlist, the leader will place you on a waitlist for the event and you will receive an automated email from the system letting you know that your registration status has been updated to "WAITLIST." As the event approaches, if spots open up on the event, the leader will contact you to offer you a spot on the event and take you off the wait list. If you are taken off the wait list, your registration status will switch to "APPROVED" and you will receive an automated email to this effect.

**If you need to cancel your registration**

Email the leader ASAP so that he or she can open the event up to people on the wait list. You will receive an automated email that your registration status has been updated to "CANCELLED."

**Questions?**

Please contact [amcbostonhbs@gmail.com](mailto:amcbostonhbs@gmail.com)