



**BROCK  
HOUSE**  
*Society*

Where Seniors Stay *Young*



Member Login



## HOW DO I REGISTER FOR AN EVENT?


You need to **LOGIN** before registering for an event

Our website provider, ClubExpress, calls all activities an “event”, whether they are programs, classes, social events, tours, etc. They are also referred to as events in this information page.

If the event is listed as a **Special Event on the Home Page**

- Click/tap **More Info / View Special Events** button under the Special Event
- **Select the Event** – Scroll down to check availability, then click/tap **Register Now** button (right side of screen) and follow the prompts. See information below to add a guest (member/ non-member). If the event is full there won't be a Register Now button.

### Viewing Events

- Click/tap on **What's-On When?** on the green menu bar and then on the **View Schedule/Register** menu item to view the Event calendar. It will open in the Events - Grid View.
- You can Click/tap on the specific event on the **Events- Grid View** calendar **or** Click/tap the **Search** icon  on the floating **Page Tools Widget** to display the following **Search for Events** pop-up that appears on top of the Events Grid.

- Use the **Search for Events** pop-up to filter the calendar view to show the event(s) that match your search criteria.
- The **PROGRAMS & EVENTS** brochure will help you select the event name. Note: a few events are not featured in the brochure.



**BROCK  
HOUSE**  
*Society*

**Where Seniors Stay *Young***

- Leave the **Category** drop-down menu at **All Categories** unless you are sure of the event category.
- Leave the **Show Events** for drop-down menu at "Brock House Society" unless you are looking for an event by the Big Band, Jazz Band or Woodworkers.
- Enter the title or part of the title in the **Title** box, i.e. "tea" for Big Band Swing Afternoon Tea Dance, "bridge" for Duplicate Bridge or Social Bridge, "yoga" for all sorts of yoga, tai chi etc.
- Click/tap the **Search** button to display the event information. If the event is a multi-day class or program, i.e. yoga, tai chi, Zumba, or bridge, the pop-up will show all events that match your specified criteria.
- Click/tap on the event/specific session of multiple events to view the event and registration details.
- Click/tap the **Search** Icon to return to the Search for Events pop-up. Click/tap the **Reset** button to start a new search. Alternatively, click/tap on the picture of Brock House at the top of the screen to return to the home page to start a new search.
- Click/tap the **Register Now** button (on top right of the events details page) and follow the prompts. If registration is not required or the event is full there will not be a Register Now button.
- **The Event Registration** – Personal Information page will appear.
  - The **Registrant Type** information will specify if the event is open to members only, non-member guests, open to all. For member only events requiring registration you may register for one other member only.
  - If you have already logged in, the system knows who you are.
  - Select the appropriate **Registrant Type** and click/tap the **Next** button.
  - If you have **not logged in**, the system will prompt you to login.

### **Adding a Guest to Your Registration**

- Whether you are only registering yourself, another member and/or a guest, the **Event Registration – Who's Attending** page is displayed asking for your registration information and information about guests.
- Click/tap the **Next** button if you are only registering yourself.
- Click/tap the appropriate check box if you are registering yourself and a guest (member/non-member), or only registering someone else. Click/tap **Next** button.



**BROCK  
HOUSE**  
*Society*

**Where Seniors Stay *Young***

- You will be asked to indicate if the guest(s) is a member or non-member. Click/tap **Next** button.
- You will be asked to provide the name of the member/guest. If the guest's name is unknown the following format is suggested - Guest and your surname (e.g. Guest Smith). Click/tap **Next** button.

### **Registering for more than one event**

- Follow the above guideline for the initial event registration through to the **Events Summary Page** and click/tap **Complete Registration** – the make payment page will appear. Return to the Home page (click/tap the Brock House in the title banner).
- Repeat the **Search** process and **Event Registration** (as described above) for each additional event.

### **Event(s) Registration Summary / Payment Method**

- The **Event Registration - Summary** provides Registrant Information (names) and Activity/Item Information and fees payable.
- If there is no fee, the **Summary** page will confirm this in the **Payment Information** box.
- **Complete Registration Section:** Click/tap **Complete Registration** in the Payment Information section. With multiple event registrations each event, attendees and fees are itemized. There will be a check box selected for each event you registered for.
- **Payment Method:** Follow the prompts to add Credit Card information and submit payment. **Note:** Our website provider does NOT keep credit card details so you will have to enter them each time you register for a program or social event!
- Emails will be sent to your email address confirming payment and event registration.

**Thank you for registering online.**