

Registering for an HCKC Event

In the “Viewing Events” tutorial, you have learned how to look at the HCKC trip/event calendar and see the details for a given trip.

When you find a trip or training event that you want to attend, you need to register. The trip description for the event will tell you how to register. There are two possible ways to register that a trip sponsor may choose to use:

- 1) Registrants click “Register” on the left side of the Trip Announcement page and then answer a series of questions to complete the registration process.
- 2) Registrants send an e-mail or call the trip sponsor. Most trip sponsors provide their e-mail address in the trip announcement so it’s easy to drop them an e-mail if wish to register.

1) Login to the HCKC Web Site:

- d. Go to: www.hoosiercanoeclub.org
- e. Click on “Log In” in the upper, right corner of the HCKC Home Page.
- f. Fill in your e-mail address and password and then click “Login” in the bottom of this menu.
Note: If you are the only user on your computer, select the “Remember Me” box so that you will automatically be logged in when you go to the HCKC site.

Note: Most events and trips can be seen by everyone whether they have logged into the HCKC web site or not. However, some events can only be viewed by club members who are logged. In addition, you need to be logged if you find an interesting event and need to register through Wild Apricot (Option 1 above).

2) Go to the HCKC Event Calendar:

Move your mouse over “Trips/Events” in the Top Menu and click on this item.

Note: Since the HCKC often has a very busy schedule in some months, you may *filter* which events you see by selecting an item from the drop-down menu that appears when you position your cursor over “Trips/Events” in the top menu. The drop-down menu gives you the ability to see just Canoe and Kayak (Flatwater) events, Whitewater events, Sea/Touring Kayak events, or training events.

3) Calendar Page:

You now see the HCKC Calendar Page.

You can move from month-to-month using the “Next Month” and “Previous Month” near the upper, right corner of the calendar.

4) Getting Event Details:

You may get information on a given event by clicking on that event.



5) **Registering:** If you find an event that you want to register for:

If you see the "Register Button on the left side of the Event Announcement - You just have to click there and answer the questions on the subsequent web pages that pop up. After answering these questions and submitting your registration, you will receive an e-mail from the HCKC web site confirming your registration.

Some events such as classes or kayak camping events may limit the maximum number of people who can attend. If an event or class is full, you may choose to "wait list" yourself. If you are waitlisted, you will automatically be enrolled in the class if someone drops out. Waitlisted people will be enrolled on a first come-first served basis.

If you do not see the "Register Button on the left side of the Event Announcement – The Trip Sponsor has elected not to use the club's automatic registration capability. In these cases, the trip sponsor will include instructions on how to register in the trip announcement. Usually, you just have to e-mail the trip sponsor and they add you to their event list.

6) **Questions** - If you have questions about a given event, please send the Trip Sponsor an e-mail. Most trip sponsors include their contact information in the trip announcement.