Website User Guide
Lambton Outdoor Club

Everything you wanted to know about:

Registering on the website
Logging in to the website
Signing up for an event

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The Lambton Outdoor Club website can be found at the url:

lambtonoutdoorclub.org

To Register For a User Account

The main purpose of setting up a User Account on the LOC website is to obtain a username/password to facilitate signing up for events quickly and efficiently.

1. Click any event on the Home Page under Upcoming Activities, or from the Monthly Calendar.

2. On right side of screen under Member Login, click Create a new account link.

3. Enter a username of your choice (could be a short nickname) or use your email address; this will be the username used to log in to the website. Enter a valid email address that will be used to confirm your registration and eventually to confirm when you have signed up for an event. Enter your correct First and Last name so we know who you are. Enter and confirm a password that cannot be easily guessed and remember your password!

4. Click the **Register** button.

Register For This Site

Username/Email

chris

E-mail

ctellone@cogeco.ca

First name

Chris

Last name

Richmond

Password

●●●●●●●●●●●●●●●●●●

Confirm Password

●●●●●●●●●●●●●●●●●●

Register

5. The system then sends an email to your email account to allow you to perform the final activation of your account. Check your Inbox.

WordPress   **[Lambton Outdoor Club] Activate Your Account** - Thanks for registering at Lambton Outdoor Club! To complete the activation

6. Click the link in the email to complete the activation:

Thanks for registering at Lambton Outdoor Club! To complete the activation of your account please click the following link:

http://lambtonoutdoorclub.org/login/?action=activate&key=Du3PB9asWqgk2KHWQjbn&login=test

7. The following will display a confirmation that your account is activated and you will be prompted to log in:

Your account has been activated. You may now log in.

Username/Email

chris

Password

••••••••••••••••

☐ **Remember Me**

Log In

Enter your username/password and click the Log In button.

8. You will also receive a second email containing your username and password

[Lambton Outdoor Club] **Your username and password** - Thanks for registering with Lambton Outdoor Club! Your username is

reminding you that you can "log in" on any Event (hike, paddle, ride) Page. Hang on to this email as a reminder of your username and password.

If you do not receive these emails (activation and username/password reminder) check your SPAM or JUNK folders.

If the activation email is not in your SPAM or JUNK folder, contact the LOC Webmaster for assistance.

NOTE: **Registering** to use the LOC site is a **one-time event**.

To Log In to the Website

If you wish to visit the website and just browse around to read pages, or check out scheduled activities and related details **there is no need to log in** to the website – as long as you are **just looking**.

Once you decide that you want to **sign up** to attend an event, you should then **log in** to the website.

Note: It is possible to sign up for an event without logging in, but this is <u>not recommended</u>. This feature is more for public who want to try out an event.

Why should I log in then, to sign up for an event?

"Logging in" before signing up for an event has the following advantages:

- The system knows who you are, so no need to type in your First and Last Name and Email address. All you have to enter is your emergency contact info for that date/event.

- When you sign up for one or more events, the system keeps a LIST of all your events; you can check at any time to see which future events you are signed up for.

- If you do happen to try to sign up for the same event, the system will display a message indicating "*You are already signed up for this event.*"

- If you change your mind or something comes up, you can CANCEL from an event so the coordinator has accurate numbers, and is not expecting you on the day of the event.

So again, if you do not log in first: it will take longer to get signed up for events, you will not be able to see the list of future events you signed up for, you may sign up more than once for an event without the warning message, and you cannot cancel your name from an event.

1. Click on any event in the Upcoming Events area on the home page (or in the Monthly Calendar) to access the login area.

Member Login

Username/Email

Password

☐ Remember Me

Log In

2. Enter username and password.

3. Click Log In button.

   Message will display confirming login:

   Welcome, Chris Richmond

   You may now proceed to Sign Up for one or more events.

To Sign Up for an Event

1. Follow the previous instructions, to access an event and log in to the website.

2. Click the event you wish to sign up for, to display the event page.

3. Scroll to the bottom of the page to the **Sign Up** section.

The screen confirms that you are logged in. Notice that the form is not asking for your First/Last Names or Email Address, because you are logged in.

(If the form is requesting First Name, Last Name etc. you are not logged in!)

Sign Up

You are logged in as **ctellone@cogeco.ca**.

Phone (Cell number preferred)

226-123-4567

Are You a Member?*

- ⦿ Yes
- ◯ No

Emergency Contact: Name

Mary Smith

Emergency Contact: Phone Number

519-123-4567

Sign Up

4. Enter a contact phone number. If you will be carrying a cell phone at the event this phone number is preferred; it could be used if a vehicle gets separated or someone has a mishap or gets lost.

5. Indicate if you are member or not.

6. Enter your emergency contact info for that date.

7. Click the Sign Up button and **be patient**! The Sign Up button turns a darker grey after you click:

Depending on the website server or your Internet connection etc. it sometimes **takes a few seconds** for the signup info to get back to the LOC server.

Once the server receives/acknowledges the signup, a *"Thanks for signing up for this event."* confirmation message will display on the screen.

Sign Up

Thanks for signing up for this event.

You are logged in as **ctellone@cogeco.ca**. Not you?

Phone (Cell number preferred)

Are You a Member?*

- ○ Yes
- ○ No

Emergency Contact: Name

Emergency Contact: Phone Number

Sign Up

Q: How will I know for sure that I am signed up once the confirmation screen is no longer displayed?

A: Shortly after the confirmation message on the screen, you should also receive an email confirming your signup:

● **Lambton Outdoor Club**   **Thank you for your booking**

Content of confirmation email:

Dear Chris Richmond,

Thanks for signing up for RIDE: Hares – Macomb Orchard Trail (MI – Richmond start), taking place on May 22, 2017.

Be sure to mark that date in your calendar!

-LOC

NOTE: If you do not receive an email, check your SPAM or JUNK folders.

In addition to this, if you click on any event in the system, at the right side of the screen you will see a LIST of upcoming events you have signed up for:

Welcome, Chris Richmond

Dashboard
Log Out

Events you're attending

RIDE: Hares – Macomb Orchard Trail
(MI – Richmond start) on May 22,
2017 8:30 am

Note: Remember, if it happened that you signed up for an event in the past but were not "logged in" to the website, it will not appear on your list.

If you wish to sign up for another event you can continue as described here until finished, then log out of the site using Log Out link at top right of screen.

To Cancel From an Event

Once you have signed up for an event your name will appear on the coordinator's list. If you change your mind or are unable to attend you should "cancel" your booking on the website.

1. Access the LOC website at lambtonoutdoorclub.org

2. Click on any event under Upcoming Events or in the Calendar.

3. On right side of screen, click the link: See all of your events.

   See all of your events.

   A list of all upcoming and past events will display:

Booking ref	Date you Registered	Event Date	Status	Cancel
#12002	May 25, 2017	HIKE: Howard Watson Trail May 27, 2017 9:30 am	confirmed	Cancel booking

4. In the Cancel column click Cancel booking.

   A message will display confirming the cancellation and the Status column will read cancelled.

   Booking #12002 has been successfully cancelled.

Booking ref	Date you Registered	Event Date	Status	Cancel
#12002	May 25, 2017	HIKE: Howard Watson Trail May 27, 2017 9:30 am	cancelled	

   The coordinator's list will then indicate you have cancelled.

FAQs

Q: Can two members of same family register for website using same email address.
A: No, only one account can be set up per email address. The other person can set up their own account with a different email address.
If this is not desired, the person logged in can manually add the other person but remember the system will not track this other person's events and you cannot cancel them from an event. It is preferable to use a separate email address per person if possible.

Q: Can 2 people sign up at same time for an event?
A: If you are not "logged in" it is possible that someone could sign up manually and under First Name type in *John and Mary*, then add Last Name.
This is not recommended – the attendance list is easier to read and calculate numbers registered, if there is only one name per line.

Q: How soon should I sign up for an event?
A: Once events are posted on the website you are able to sign up. In some cases there are limits to the number attending for logistical reasons, so sign up early to avoid disappointment. As a courtesy to the coordinator it is best to sign up by the afternoon or early evening prior and definitely not on the day of, as they will likely have already printed off their attendance sheet.

Q: Will I receive an email after signing up for an event?
A: Yes, you should receive a confirmation email shortly after signing up. If you do not, check your SPAM or JUNK folders.

Q: What if I cannot remember if I signed up previously for an event?
A: Click on any event, log in, on left side of screen click *See all of your events*.

Q: How do households without a computer sign up?
A: Very few LOC households are without computers so this is not a huge problem. For those without computers you could call the coordinator to advise them that you will be attending; this will help. Or, you could ask a friend with a computer to sign you up (without logging in), or sign up the day of the event.

Glossary

Coordinator – the person(s) organizing the event and most times taking the group out on the day of the event.

Log In – to log in to the website. Once logged in you can sign up for an event.

Register – to register as a User on the LOC website. This is a one-time process.

Sign Up – to sign up to attend an event, and add your emergency contact info.

User Name – the name or nickname you have selected and entered, that will be used to log in to the website.