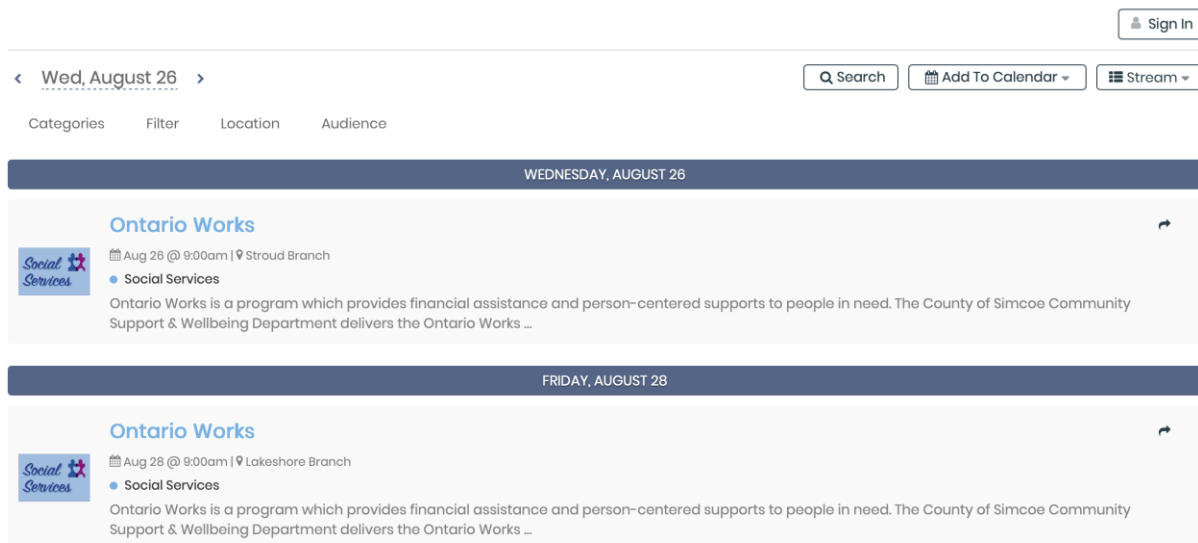


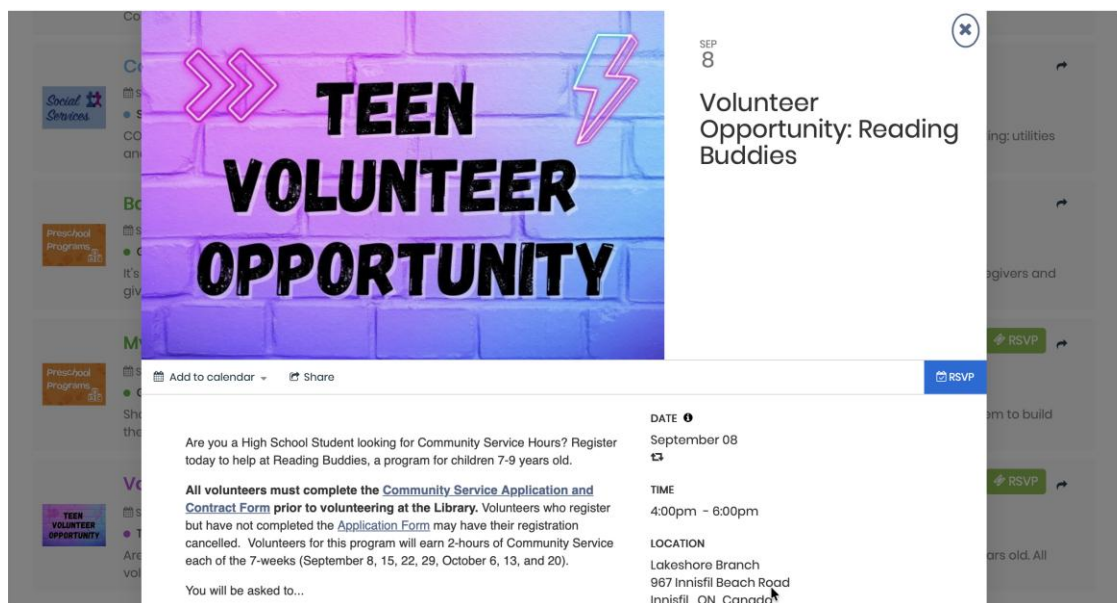
Registering for Programs

To register for a program, visit www.innisfilidealab.ca/events to view the current list of programs available. In the top right corner, you can click “sign in” to sign in into your library account, with your library card number.



Programs are listed as rows in chronological order, with all locations included by default.

Click anywhere on a row to open the event page for the program, and view its details.



With the event open, the description is shown on the left-hand side, with the location and timing information on the right. If it is a registered program, there will be an “RSVP” button

on the right-hand side of the event page, below the title. **Click the RSVP button to begin the registration process. At this point you will be prompted to sign in with your library account, if you have not already.**

Adding Registrants & Attendees

After clicking “RSVP” and logging in, the registration process begins by selecting the number of individuals who will be attending the program. Below the “Qty” header, click the dropdown menu to select the number of attendees who will be joining the program.



Once the number of attendees have been selected, the interface will display fields for “Registrant Information” and “Attendee Information”. The “**registrant**” is responsible for the registration, while the “**attendee**” is the person who will be attending the program.

Begin with the registrant information, and enter a first name, last name, and email address. **If you have already signed into your library account, these fields will auto populate with your name and contact information.**

If you would like to copy the name and contact information to the attendee fields, click “Copy registrant info to tickets” to automatically add the registrant info to the attendee fields below. **The info copied to the attendee fields can be edited before completing registration.**

Registrant Information

• Required fields

Registrant first name *

Jimmy

Registrant last name *

Jameson

Registrant email *

jjjameson@email.com

Copy registrant info to tickets
Copies the registrant's details into the fields below.

Attendee Information

Ticket 1
General

This person will attend the event.

Attendee first name *

Jimmy

Once all of the information has been entered, scroll down to the bottom of the registration form, and click “Complete Registration”.

jjjameson@email.com

Cancel COMPLETE RESERVATION

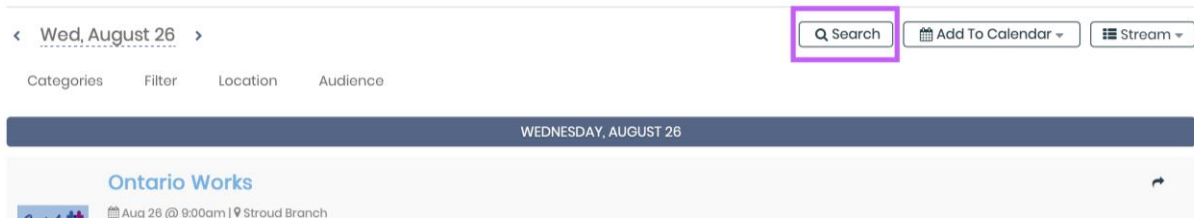
If all has gone well, you will be shown a confirmation message, and the registration details will be sent to the provided email.

To exit the event page, click the “X” in the top right-hand corner of the event page, to be returned to the event list.

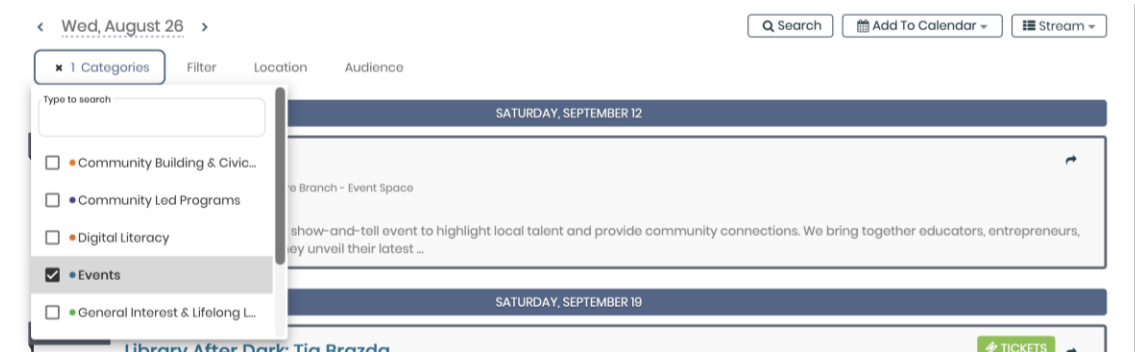


Searching for Programs

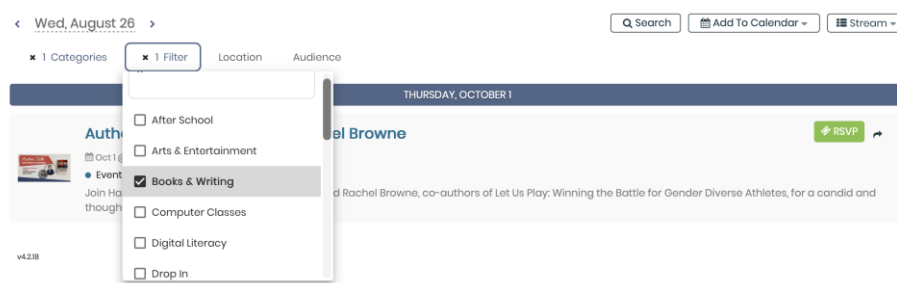
On the main list of events, there are a number of search and filtering options. You may click the **search** button to search for programs by name:



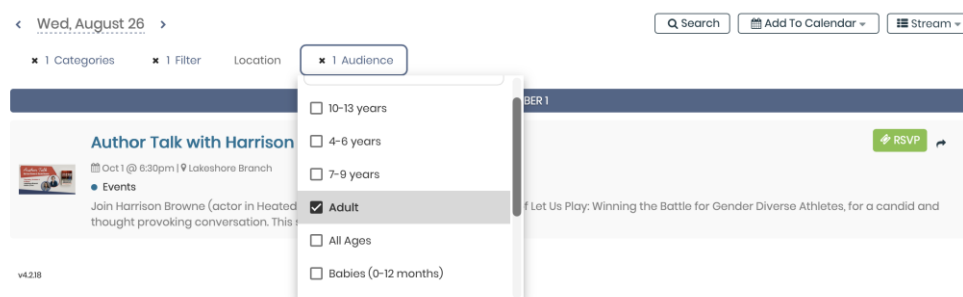
You can click the “**Categories**” menu item to expand a list of general categories. Click the check boxes to narrow the list of programs to your desired categories:



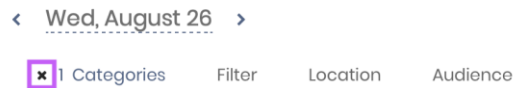
The “**Filter**” button can be used to further refine by topics of interest:



Similarly, the “**Location**” button will allow you to filter by branch, and the “**Audience**” button can refine the list of programs by age group. The different filters and categories can be combined to progressively narrow your search. For example, you can search for only adult Books & Writing events at Lakeshore, as in the image below:

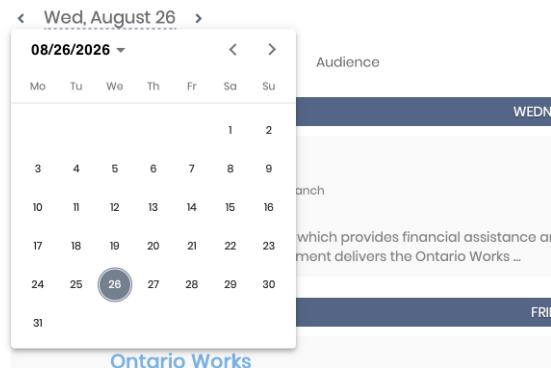


To remove a filter or category, click the small “x” beside the menu item to reveal the unfiltered results.



The Date Selector

If you would like to see what programs are available on a specific day, click the date in the top left corner of the event list to select your desired date.



Events with Tickets or Payments

Some events may have a ticket or materila cost which is collected at the point of registration. For these events, the event page will have a “**Tickets**” button.



In these cases, at the bottom of the registration form you will find a “**Proceed to Checkout**” button.

Cancel

PROCEED TO CHECKOUT

Once clicked, you will be prompted to enter your payment details. **For these programs, registration will not be complete until the payment process is completed.**

Total\$ 25.00 CAD

Promotional CodeApply

Billing details

First Name *

Last Name *

Address *

City *

Country *

State / Province *

Zip Code/Postal Code *

Card details

 Card number

MM/YYCVV

Back

COMPLETE PURCHASE