

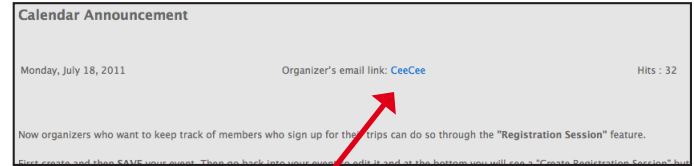
Sign up for an event

Note: If organizers have set up registration for their event, members who log in can sign up for that event.

Otherwise, check the event description to see if the organizer has simply requested a member email them instead of using the registration system.

Also, see page 4, step 6, for other ways to keep track of new or updated events!

continued next page



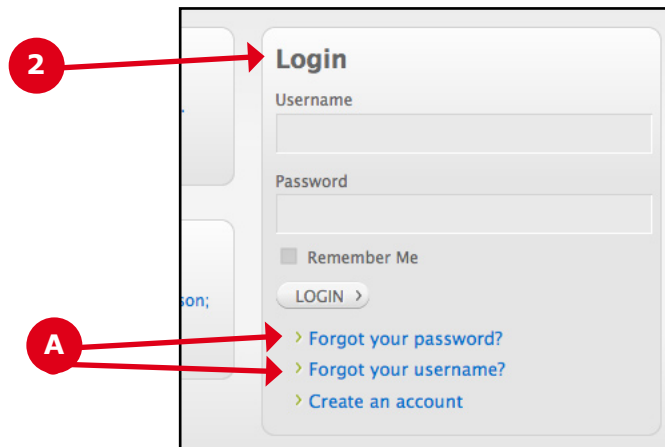
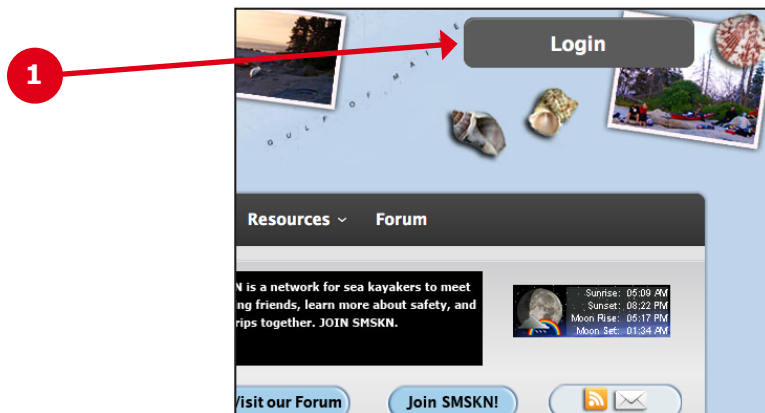
A member can easily email the organizer by clicking the the organizer's name (an email link) towards the top of an event description page.

1) Log in by clicking on login button at top of a SMSKN web page.

2) You'll be directed to the login panel at the bottom of the page.

Enter your username and password.

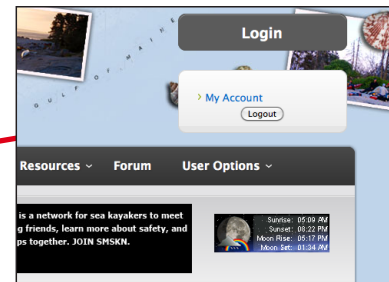
Note: If you've forgotten this information or you are unsure, try using the reminder features (A).



- 3) After successfully logging in, you'll see your account panel at top of page.

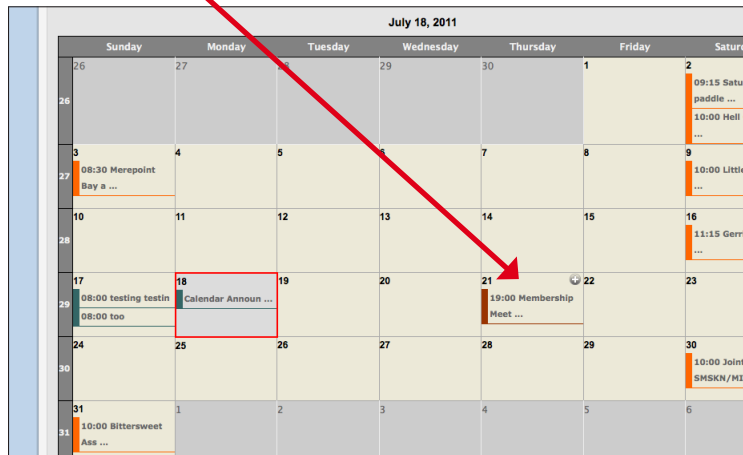
Go to main navigation towards the top of the page and click on **Events >> Event Listing** to see a calendar of trips and events.

- 4) Click on the name of the event to view the event description.



3

4



- 5) Towards the bottom of the event description, a member should see their name and a button to register for an event.

After registering the system will acknowledge your attendance.

The organizer should then be able to contact you by email should there be an update or change to the event.

- 6) **TIP: Another important way to receive updates** or changes made to the event calendar is to **Subscribe my Email**.

Go to any calendar page and towards the top right you will see the **"Get event updates" button. Click to subscribe.**

You will receive an email to confirm your subscription to the event calendar. Please be sure to confirm your subscription.

Note: Each morning you will receive a SMSKN event email, but only if there was a new or updated event made the previous day.

This feed will send updates about all events, but you will not necessarily receive an email each day, and during the off-season, only on occasion.

You can subscribe and unsubscribe, and then subscribe again as needed.

Date & Time 11/21/11, 12:00 PM — 05:00 PM

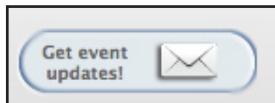
Registrations Available 15 out of 18

Registration Deadline 11/21/11, 12:00 PM

If limited attendance, member will see availability.

Register Cancel Registration

People Already Registered



Email Subscription Request

Thank you for your request.

Your email address:

...will receive a verification message once you submit this form. FeedBurner activates your subscription to "SMSKN Events" once you respond to this verification message.

To help prevent spam, please type the text you see in the box above:

Complete Subscription Request

After clicking to get event updates, complete this form and check for an email to confirm.