



How do I register for an Event???

What is the process?

The event is advertised on Facebook, on our website, and by email to all members who have provided an email address.

All have the following information:

- Event Name
- Event Date
- Event Time
- Event Location
- Event Cost
- Registration Opening Date
- Registration Closing Date
- How can you register
 - Most events will be online via our website, lv50fitandfeisty.ca, through the Events Calendar. Look for the event on the Event Date
 - Some events will be by email - eventsregister50fandf@gmail.com, or perhaps to another Director or event leader

In order to register, you must be a member on the day before the event is advertised.

Members are eligible to register for events, programs, activities, and trips if they are registered members as of the day prior to the event's advertised date. Anyone who was not a member on the day prior to the event's advertisement must wait 48 hours after the event registration opens to register.

How do I sign up?

Know that:

- All event registrations start at 10:00 am
- We will not accept early registrations if we are using an email for registration. Your name will be deleted from the list.

Inspiring a Zest for Life!

- If we are using the online registration process the registration form is not available before 10:00 am and you will see the following message: “*Registration opens **date of registration** at 10:00 am.*”

Registering via Email

Your email needs to have the following information;

- Your name and the name of the other member, if you are able to register for two people
- Email address if different from the one you’re emailing from, or perhaps you are registering for another member
- Your phone number
- The name of the event or activity you are registering for, as sometimes there is more than one thing going on on the same date
- The amount of your payment
- How are you paying
 - E-transfer
 - Cash/Cheque paid at Coffee Connect
 - Cash/Cheque paid at the LV TWP Office

If the event allows you to register a second person, it will be stated.

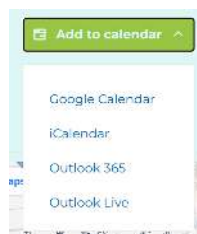
You will receive an email from Eventsregister50fandf@gmail.com to confirm whether you are registered. Please wait for this confirmation email before submitting your payment.

Registering via the Events Calendar:

- The first thing is to go to the website. The address is www.lv50fitandfeisty.ca
- Event Calendar is one of the headings on the Home page, the main page.
- Click on the words Event Calendar, this will take you to the current week or month.
 - If you are on a laptop or tablet, you may automatically see the month.
 - There is an arrow next to the year.
 - Click it and go to the event’s month.
 - Then go to the date of the Event
- Click on the Name of the Event that is below the poster - opens the details view
- Scroll to below the poster

- Find the words “To Register **Click HERE**”
- This will take you to the Registration Form
- For those who want to, you can also upload the event to your electronic calendar and then set a reminder. Just below the “TO Register Click Here”, there is an “Add to Calendar”; at the moment, the calendars that are linked are:

- Google Calendar
- iCalendar (Apple)
- Outlook 365
- Outlook Live



To Register CLICK HERE

Registration Form

The form will ask for:

- Your name
 - Start typing your last name and then select your full name - this is faster
 - If you are on a phone or a tablet, you will need to scroll through the list of members to find your name
- Your email address
- Your phone number
- If the event states that you can register a second member, there will be a button that says **Add Guest**, you must **click on Add Guest** to add a 2nd person to the event count
 - We need:
 - Their Name: start typing their last name, then select the full name, or scroll the list of members' names until you find the person who is your guest.
 - Their email address, or you can use your own email again to save time.
 - Their phone number same as above, their # or your #
- Check the waiver
- Select how you are paying
 - E-transfer
 - Cash/Cheque paid at Coffee Connect
 - Cash/Cheque paid at the LV TWP Office

You will receive an email from Cognito stating you are registered.

Wait List

If the event/class is full, this message will appear when you CLICK HERE - *This event/class is currently full. To sign up for the waitlist, please [click here](#).*

Please click on the [click here](#) and complete the form. If someone cancels their registration for any reason, we can fill their spot. If, for some reason, both lists are full, this message will appear.



The Waitlist is Full

PAYMENTS

E-transfers - E-transfer to fitandfeisty50@gmail.com (preferred method of payment)

** Indicate the Event, Your Name, and Additional Names (if paying for more than one person), and Amount in the Message area of the E-transfer

Dropbox at LV Township office: Cash/cheque payments must be in a sealed envelope with Your Name, Additional Names (if paying for more than one person), Event, and Amount. Please email fitandfeisty50@gmail.com when you have dropped off payment at the township office.

Coffee Connect: Cash/cheques payments can also be brought to Coffee Connect on Wednesdays from 9:30 am - 10:00 am *prior* to the start of Coffee Connect.

CANCELLATIONS

If you are unable to attend the event you registered for, email eventsregister50fandf@gmail.com so that members on the waitlist can be contacted to take your place.

DO NOT give your seat to someone else of your choice.

REFUNDS

We only issue refunds if the spot for the event can be filled by another member or if the event has been cancelled.