



Registration Tips For Members

July 27, 2021

Tips to make registering for MCFR events quicker and easier

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Event Registration and Payment Policies

In Person Events

The new format for our in-person events includes a sit-down dinner. Registration for in person events includes the cost of the dinner. Please note:

- Registration for in person events will close one week prior to the date of the event to provide the meal count to the Madison Club.
- Payment must be received before the registration deadline. Neither registrations nor payments will be accepted after the registration deadline.
- All registrations and payments for events must be made online with a credit card. We will not be able to accept checks as payment for event registrations.
- **Registrations are confirmed only if payment is received before the registration deadline.**
- **Only members and guests with confirmed registrations will be admitted to a program.**

Cancellation and Refund Policy

- Registrations cannot be cancelled using the online self-serve system.
- Send cancellation requests to info@mcfri.info.
- Cancellations received before the registration deadline will be fully refunded.
- No refunds will be made for cancellations received after the registration deadline.

Virtual Events

- There is no charge for virtual events.
- Registration for a virtual event will be open through the day of the event.
- Registration in advance is required.

Logon to your member account before registering

- Be sure to enter the email address you used when you joined MCFR so that the system will recognize you as a member.
 - Data fields will automatically be populated with your information.
 - Charges will be posted to your account.
- If a charge is involved, pay online with a credit card.
- *Only online payments will be accepted for event registrations.*
- **Payment must be received before the registration deadline to confirm the registration. Neither members nor guests will be admitted to a program without a confirmed registration.**
- *Don't worry if you start to register without logging on, if you enter your membership email address, the system will recognize it and ask you to log in as shown below.*

The screenshot shows a web form titled "Test Event" with a blue header bar containing the event name, date, time, and location. Below the header, there is a section for "Choose registration type" with a "Login" button highlighted by a red circle. The form also includes a "Registration" section with radio button options for different membership types and their associated fees. At the bottom, there are "Cancel", "Back", and "Next" buttons.

Test Event [Add to my calendar](#)

Event: Test Event
Sunday, September 30, 2018 5:30 PM - 7:00 PM
Location: The Madison Club, 5 E Wilson St.

Choose registration type * Mandatory field

You can log in to auto-fill your contact information - or proceed with the registration without logging in.
[Login](#)

* Registration

☐ **A - MCFR Member**
Use this registration type if you are a MCFR member (Individual, Family, or Student). You can register free guests while registering yourself. You will need the name and email address for each guest.

☐ **B - UW International Division Membership**
(Registration code required)
Member of the UW International Division will need the registration code

☐ **C - Guest - \$20.00**

☐ **D - Student Guest - \$10.00**

☐ **E - DPI Educator - \$10.00**

[Cancel](#) [Back](#) [Next](#)

Register another member

You can register another member, such as your spouse, when you register yourself.

- Log in and complete your own registration.
- If there are charges and you want them all on one credit card transaction, on the “Review and confirm” page, click on the “Invoice me” button to add charges to a credit card transaction. See the [“Put multiple charges on one credit card transaction”](#) section below.
- Do not use the “Add Guest” button (shown below) to register another member. Use that button to register non-member guests (see the [“Register a guest”](#) section below).

Test Event

12 add to my calendar

Event Test Event
Sunday, September 30, 2018 5:30 PM - 7:00 PM
Location: The Madison Club, 5 E Wilson St
Registration type A - MCFR Member

Enter registration information * Mandatory fields

First name Aaron
Last name Aaatest
Email aaron.aatest@platomadison.org
Please supply your email (or your guest's email if this is a guest registration) so we can share information about our upcoming events.
Phone 608-555-5555
Phone (alternate)
Organization
Phone1

Public list of event registrants
☒ Include name in list of event registrants
You may wish to exclude your name for privacy or security reasons

Guests registration

No guest registration entered

Add guest

Not for member registrations!

Cancel Back Next

- When your registration is complete, click the “Return to event” button to go back to the event page.
- On the event page note that an “Already registered” link now appears below the button.

Test Event

When Sunday, September 30, 2018
5:30 PM - 7:00 PM
Location The Madison Club, 5 E Wilson St
Registered 1 registrant

Registration

- A - MCFR Member
For MCFR members (Individual, Family, or Student). To register free guests, have guest names and email addresses ready before continuing.
- B - UW International Division
- C - Guest - \$20.00
- D - Student Guest - \$10.00
- E - DPI Educator - \$10.00

Register

Already registered

- Click the “Register” button again.

- Your registration will be displayed along with a “New registration” button.

Test Event

Event Test Event
Sunday, September 30, 2018 5:30 PM - 7:00 PM
Location: The Madison Club, 5 E Wilson St

Event registration

New registration

Date	Registration	Status
Wednesday, September 26, 2018	Aatest, Aaron (aaron.aatest@platomadison.org) including guests: 1 registration type: A - MCFR Member	Confirmed View details

New registration

- Click the “New registration” button.
- The system automatically fills the Email field with your email address. Replace your email address with the other member’s email address. Be sure to enter the email address the other member used when they joined MCFR.
 - If the member email isn’t used the “MCFR Member” registration option will not be available.
 - Find the member’s email address in the [Member Directory](#).
- Select the “MCFR Member” registration type, click “Next” and confirm the member’s information.
- If a charge is involved, pay online with a credit card.
 - **Only online payments will be accepted for event registrations.**
 - **Payment must be received before the registration deadline to confirm the registration. Neither members nor guests will be admitted to a program without a confirmed registration.**
 - If you have finished adding all charges and are ready to pay, when you get to the “Review and confirm” page, click on the “Pay online” button to start the payment process. See the [Put multiple charges on one credit card transaction](#) section below.
 - A registration confirmation email will be sent to the other member, but not to you.
 - The other member will not be included under your registration but will appear separately in the registration list.

Register a guest

Share MCFR with your friends! Our members are our best means of recruiting new members. We encourage you to invite guests to our programs. You may invite as many guests as you like. A guest may attend one program. We are confident that, with our programming and your encouragement, they will want to join MCFR!

Register a guest while you are registering yourself

- The online self-serve system can only be used to register guests while you are registering yourself.
- You will need your guest's name and email address.
- If there are charges and you want them all on one credit card transaction, on the "Review and confirm" page, click on the "Invoice me" button to add charges to a credit card transaction. See the "[Put multiple charges on one credit card transaction](#)" section below.
- Start your own registration.
- An "Add Guest" button appears at the bottom of your registration form as shown below.

The screenshot shows a web form titled "Test Event" with a sub-header "12 Add to my calendar". The event details are: "Test Event", "Sunday, September 30, 2018 5:30 PM - 7:00 PM", and "Location: The Madison Club, 5 E Wilson St". The registration type is "A - MCFR Member". Below this is a section "Enter registration information" with a "Mandatory fields" indicator. The form contains fields for "First name" (Aaron), "Last name" (Aaatest), "Email" (aaron.aatest@platomadison.org), "Phone" (608-555-5555), "Phone (alternate)", "Organization", and "Phone1". Below these fields is a section "Public list of event registrants" with a checkbox "Include name in list of event registrants" which is checked. Below that is a section "Guests registration" with the text "No guest registration entered". At the bottom of the form, there is a button "Add guest" which is circled in red, and two buttons "Cancel" and "Back" on the left, and "Next" on the right.

- Click the "Add Guest" button
- Complete the registration form for your guest. Please do not use your own email address in the guest email address field.
- When you click the "Done" button you will be returned to your registration form.
- If you have other guests you want to invite, just repeat the process.
- When finished adding guests click the "Next" button to complete your registration.
- If you have finished adding all charges and are ready to pay, when you get to the "Review and confirm" page, click on the "Pay online" button to start the payment process. See the "[Put multiple charges on one credit card transaction](#)" section below.
- If a charge is involved, pay online with a credit card.
- **Only online payments will be accepted for event registrations.**

- **Payment must be received before the registration deadline to confirm the registration. Neither members nor guests will be admitted to a program without a confirmed registration.**
- Your guest's registration is included under yours. Click the "View details" link to see the guest's registration information.

Test Event

Event: Test Event
 Sunday, September 30, 2018 5:30 PM - 7:00 PM
 Location: The Madison Club, 5 E Wilson St

Event registration

New registration

Date	Registration	Status
Wednesday, September 26, 2018	Aaatest, Aaron (aaron.aatest@platomadison.org) including guests: 1 registration type: A - MCFR Member	Confirmed View details

New registration

Register a guest after you have completed your registration

The online self-serve system can only be used to register, change, or cancel guest registrations while you are registering yourself. If you have completed your registration and you wish to register a guest or make any changes to a guest registration, contact us at info@mcfri.info. You can also register your guest using the main Guest registration type, but it won't be linked back to your record.

Register during the membership renewal grace period

From the start of the membership year, there is a grace period to renew your membership. During the grace period, your membership is still in an active status. That means you can register for an event as usual under the "MCFR Member" registration type without having to pay your dues first.

For example, some members prefer to bring a check for their membership dues to the first event of the season. The grace period allows them to register for the event as a member without having to register as a guest.

Cancel a registration

The online self-serve system can only be used to register, change, or cancel guest registrations while you are registering yourself. To cancel yours or a guest's registration contact us at info@mcfri.info.

In person event refunds

- Cancellations received before the registration deadline will be fully refunded.
- No refunds will be made for cancellations received after the registration deadline.

Put multiple charges on one credit card transaction

If you have multiple charges, you can pay all charges with one credit card transaction.

The last step of the registration process is the “Review and confirm” page. If a charge is involved, it will display two buttons:

- “Invoice me” – Generates a charge only. Use this when you aren’t ready to pay yet. It will add the charge to the transaction.
- “Pay online” – Generates a charge and starts the payment process. Use this when you are ready to pay.

When you click on either button a running total of your charges will be displayed in a small window in the lower right corner of your browser. This window will be displayed any time you have outstanding charges and you are logged in.

Examples:

Registering and paying for multiple members or guests

If you had three registrations for which you would be charged, you would click on “Invoice me” for the first two and “Pay online” for the third.

Register now and pay later

Your charges are remembered, so you can register now and pay later. Say you have two guests, but one isn’t sure if they can make it and will let you know in a few days. You can register yourself and the one guest now, using “Invoice me”. When you find out about the second guest, log back into your member account. Because you have an outstanding balance, you will be directed to your member profile page when you log on. It will display your charges. If the second guest can’t make it, you would click the “Pay online” button to pay for yourself and the other guest. If the second guest can come, navigate back to the event page and click on the “Register” button to register that guest. On the “Review and confirm” page click “Pay online” to pay for all three. **Remember that payment must be received before the registration deadline to confirm the registration. Neither members nor guests will be admitted to a program without a confirmed registration**