Webmaster by Thann Dauterive

# How should active members register a guest for events.

The TASS website library FAQ's can be accessed through this link https://sailtass.com/FAQs

*We don't know what you don't know unless you ask.*

*EMAIL: webmaster@sailtass.com*

Before I explain how to register a guest or significant other, let me explain how your TASS membership works.

TASS memberships are singular memberships or in other words individual memberships. We do not offer a "couples" / "significant other" or family membership. Membership accounts have systems requirements. Here are some that are important for you to be aware of.

- Each membership MUST have a unique email address that you used when you established YOUR INDIVIDUAL membership and every time you log into the website. Think of your email as your ACCOUNT NUMBER.
- No two members can SHARE an account or use the same email address when establishing an account.
- Member to email address/account is a 1-1 set up.
- ✓ If you are a member and you would like to register a NON-MEMBER for any event [free or paid], you can ADD a PLUS 1 to your registration.
- ✓ If you are a member and your significant other is also a member you can add that significant other to your registration at the SAME TIME you register yourself.
- ✓ If you are a member and you want to register ANOTHER MEMBER [significant other or friend] you can also do that at the time you register yourself.

**THE TRICK IS**: Once you complete the transaction for yourself, your **CANNOT GO BACK AND ADD a guest**. The ADD GUEST is a checkbox on the screen before you confirm the registration. If you get this far and your ADD GUEST box is not checked, GO BACK using the page back arrow. If you exit out and try a DO-OVER, you don't get a DO-OVER.

If you check out and complete your registration transaction and did not add a guest, that transaction is now complete and closed. This means your guest MUST register as an individual in the system for the event. You cannot go back using your account and add a guest once your transaction is closed.

The guest will be required to click on the event link and fill out their email address and all the information that is required for the registrations. Some events such as sails require more information to be provided [for safety reasons] than single registrations for a meeting, meet and mingles or after-race parties. It is required that guests use a legitimate email adder, please do not try to fake out the system by making up an email address.

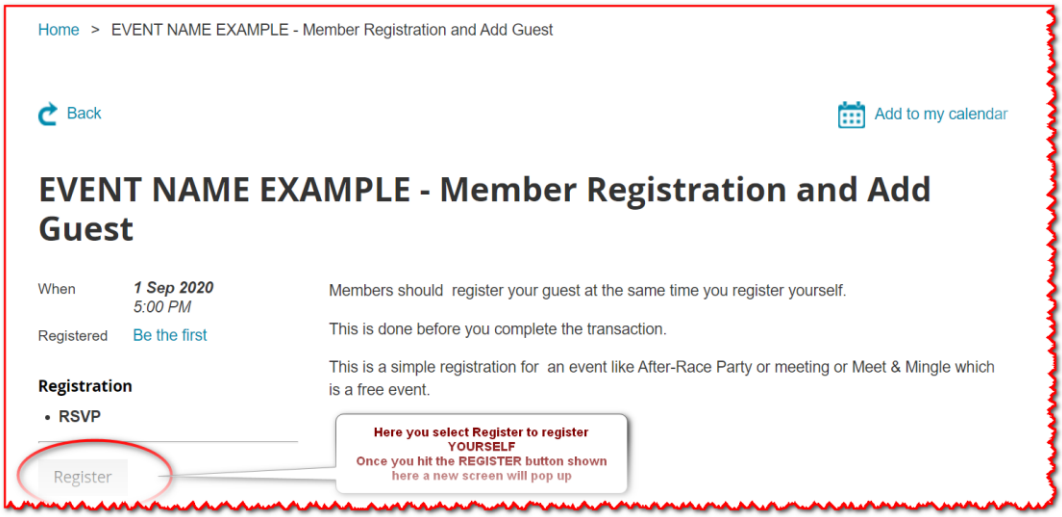
Additionally, the system will not allow you to re-use your email address to register someone else. If you try, the system will tell you that YOU are already registered.

Below are a few tips and screen shots that will direct you through a registration when trying to add a person at the same time you register yourself.

The first example I will demonstrate here is a SIMPLE registration – used for Meetings, Meet & Mingle, After-Race party registrations and mostly free events.

To get started you begin your registration transaction as you always do. Nothing different.

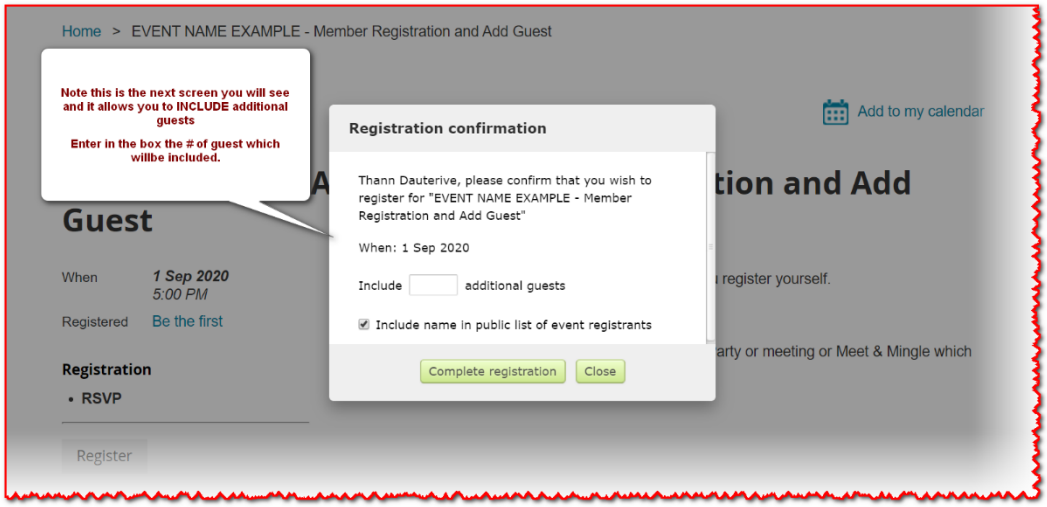
**Log in > go to the calendar >** select the event you want to register for.



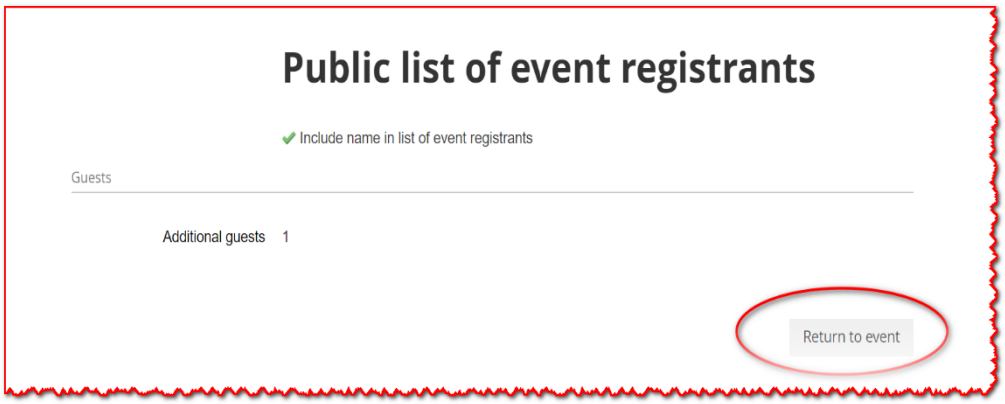

Once you click the Register button scroll to the bottom of the page and you will see where the system allows you to INCLUDE additional guest. Here is where you will enter your **PLUS 1**. Now complete the registration and close.

Because this is a SIMPLE registration event, the system will not ask for guest information.

Select the Complete registration box and you have now registered yourself and guest.

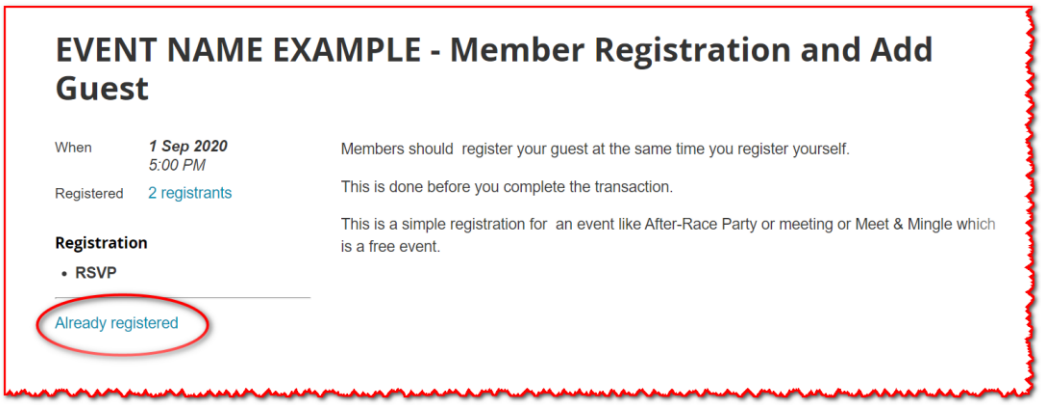


If you scroll to the bottom of the page you will see a confirmation that you have registered yourself and Additional guest (and the # of guest you entered).

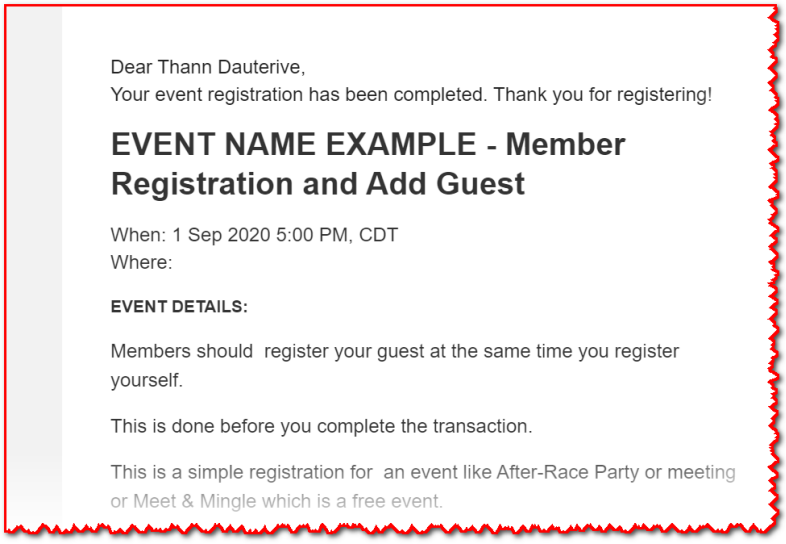



If at this point you select the **Return to Event** box on the bottom right of the screen you will return to the event which will give you information about the event

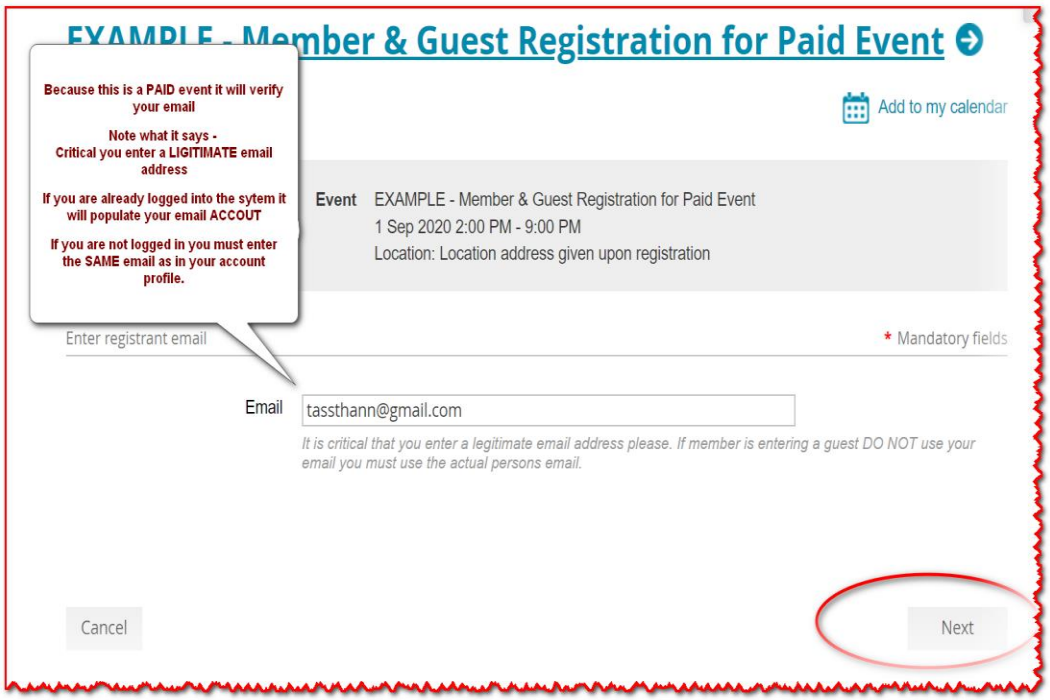
Note: At the bottom left it tells you that you are already registered – therefore, you cannot register anyone else after you have reached this step.




Lastly, you will receive an Event registration confirmation (Receipt) via email as shown in the example to the right.




**The next series of screen shots will instruct you on registrations for PAID EVENTS. The starting point is the same.** **Log in>calendar>find event**



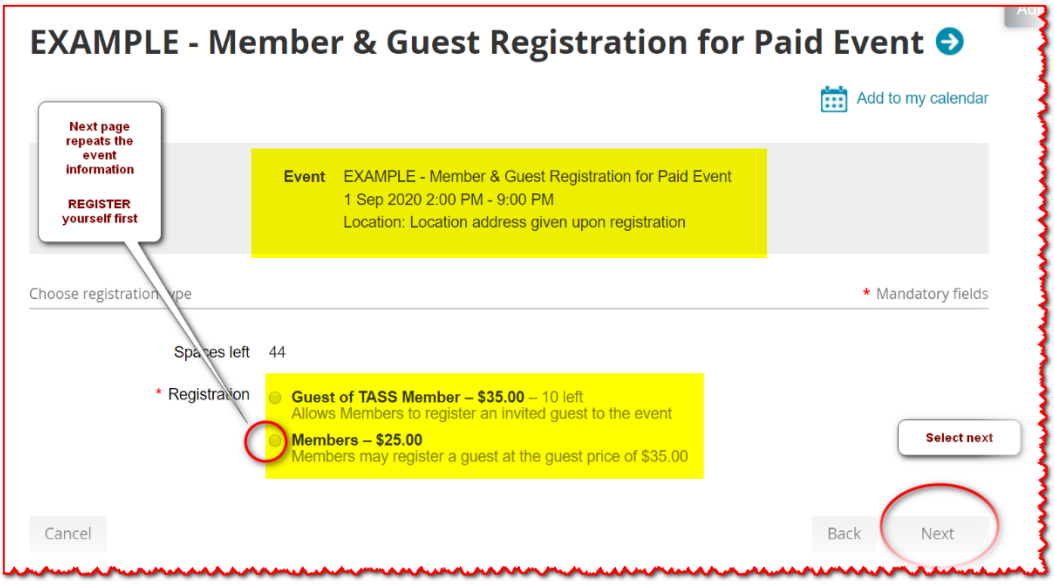

Because this is a PAID event the first action is for the system to verify your email.

IF you are logged into your account, your email will automatically appear, if you are NOT logged into the system, you will be annoyed to find you will have to enter your email and all mandatory information. Advisable that you always log in first when registering for any event. This will save you time and probably a lot of aggravations. You will like the system much better if you log in.

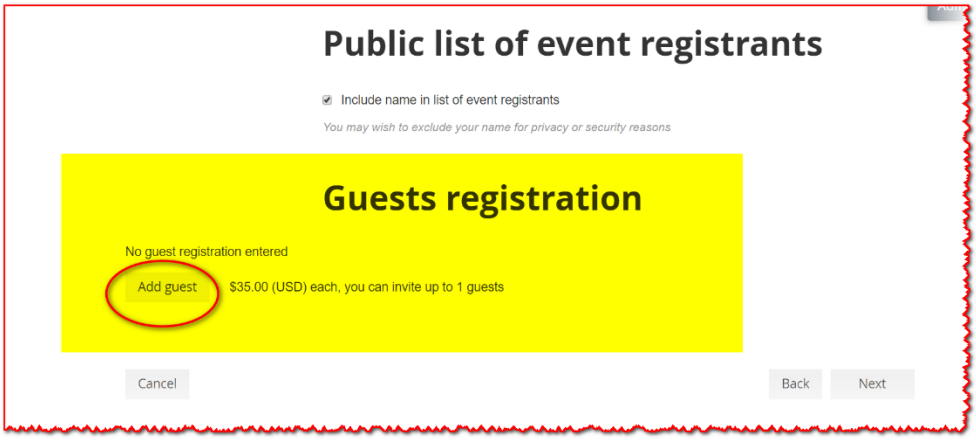
Note the system states that it is **Critical that you enter a LEGITIMATE email address.**

Now click on the NEXT button at the bottom right of the screen to advance to the next step.

Your register yourself first by selecting the button next to the MEMBERS registration box. Then hit the NEXT button on the lower right of the screen.



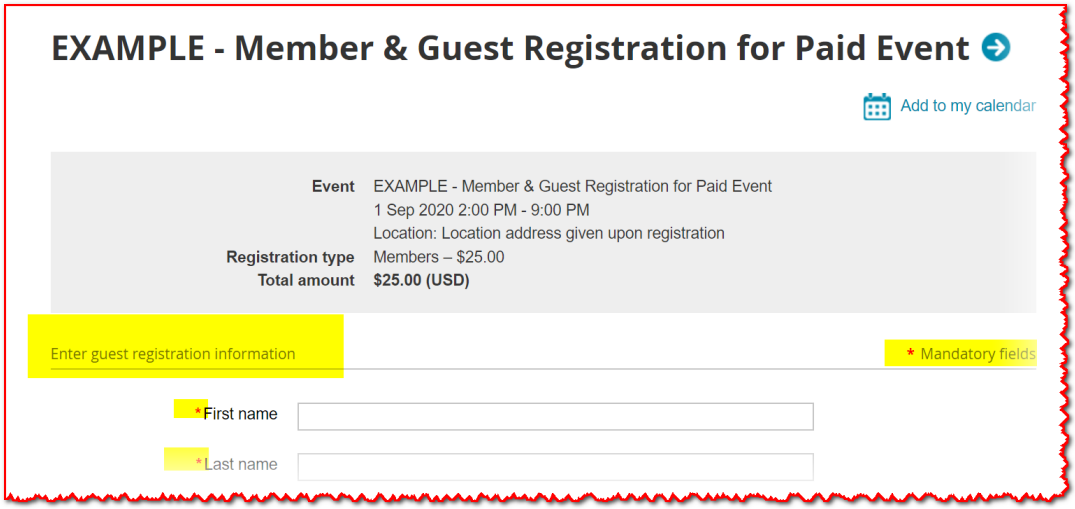

In this step you will register a guest – IF you skip this step, you will not be able to go back and add a guest once you complete your transaction.




Note at this point you have not been asked for payment. Payment is the final step.

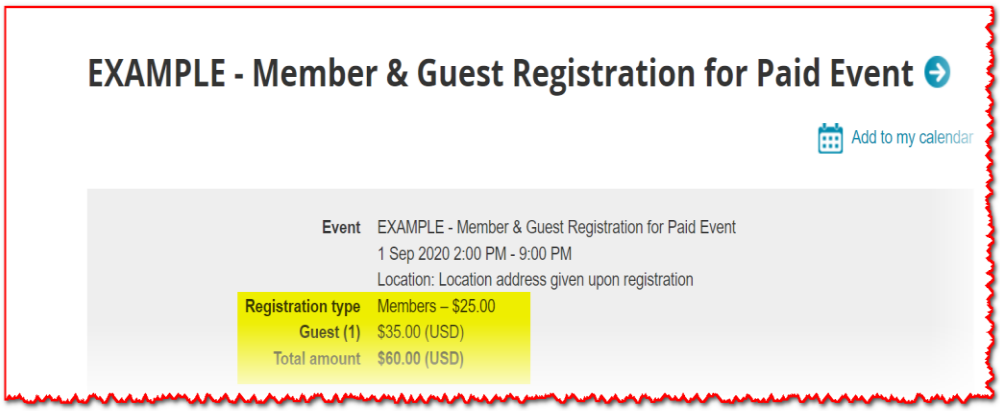
Click on the box that says ADD GUEST

When registering guests, you must enter the information in the mandatory fields.




This is for liability reasons for our club, the safety of guests, and insures if there are any changes to an event, we can contact all persons registered. Once again, PLEASE do not FAKE the system, and DO NOT fill in the **mandatory fields with your name, phone, etc**. Information should be relevant to the guest otherwise the importance of this information is irrelevant. SO, when you register your guests, know their significant contact information before you begin the registration.

Advance to the next screen and you will see that 1 member @ a cost of the event plus 1 guest @ the guest event fee is now in the registration. It shows the total amount to be paid.

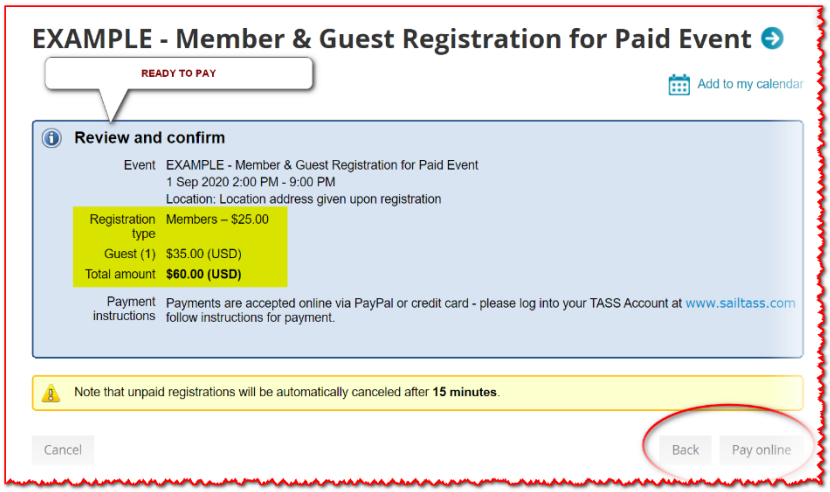



Registration is not complete until it is paid.

## REVIEW and CONFIRM – READY TO PAY

The next screen allows you the opportunity to review and confirm your registration information or GO BACK and make changes.

This screen example demonstrated the review and confirm information. If all the information is correct, then you can advance from here to make the payment.




READY to Pay

Select PAY ONLINE and proceed to pay with your credit card or via PayPal for your registration.

Make sure you complete the transaction through to the payment otherwise your registration will be incomplete.

**DISCLAIMERS:**

- **TASS events are non-refundable.**
- **You have 15 minutes to complete your registration transaction from start to payment otherwise the system will time out – JUST LIKE TICKET MASTER and other online payment events. Should this happen your registration is considered incomplete and will be voided. You will have to start the registration process over if this happens.**