

How to Register for a NAVRS Event

Before you start

Before you register for an event, make sure you are logged in to your account on the NAVRS website.

- To check if you are logged in, look at the upper right corner of the NAVRS website (www.navrs.org).
- If the text next to the person icon says your first and last name, you **are** logged in, and you can now proceed with the **Registering for an Event** instructions.



- If the text next to the person icon says *Log In*, click *Log in*.



- You will then see the *Log In* window.
- Enter your Email and Password and click *Log In*.
- If you can't remember your password, click *Forgot password?* and follow the instructions.
- If you've never signed up for an account, click *Sign Up* and follow the instructions.

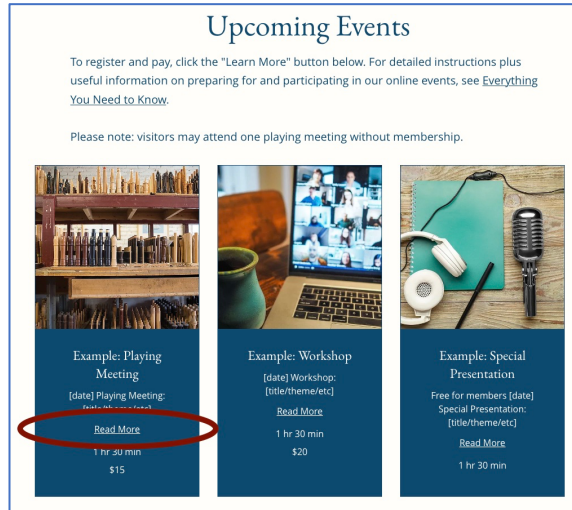
A screenshot of the 'Log In' window on the NAVRS website. The window has a light blue background and contains the following text and elements: 'Please log in or choose "Sign Up" to create an account', 'Log In' (in a larger font), 'New to this site? [Sign Up](#)', 'Email *' (with an asterisk), a text input field for email, 'Password' (with an asterisk), a text input field for password, and a link for 'Forgot password?'. At the bottom, there is a dark blue 'Log In' button and the text 'or Log In with' followed by icons for Google and Facebook.

How to Register for a NAVRS Event

Registering for an event

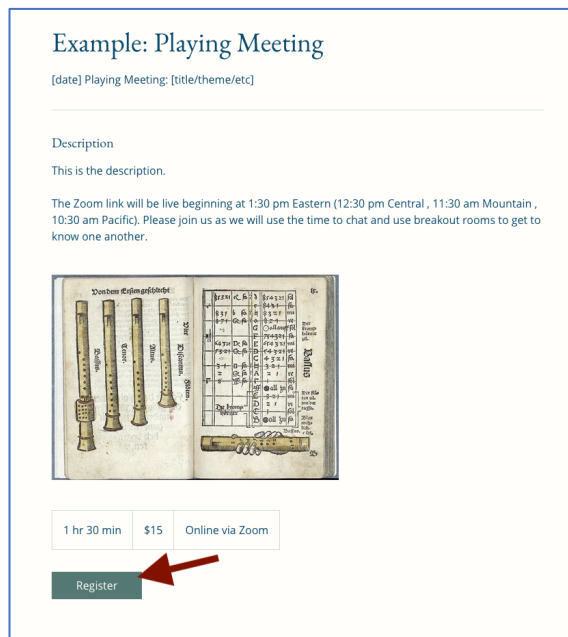
Step 1

- On the home page of the NAVRS website (www.navrs.org), go to the Upcoming Events section to see events you can register for.
- Click *Read More* on the event you want to register for.



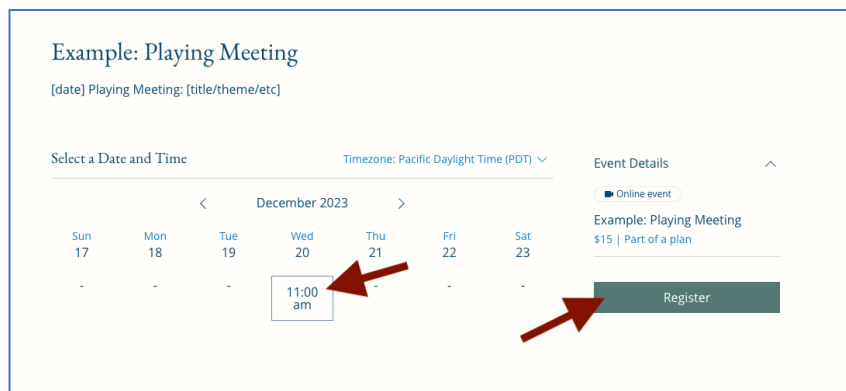
Step 2

- You will then see a page with details about the event.
- On this event details page, click *Register*.



Step 3

- You will then see a page with a calendar-like display.
- On this event calendar page, click the box with the start time of the event. Then click *Register*.



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Step 4

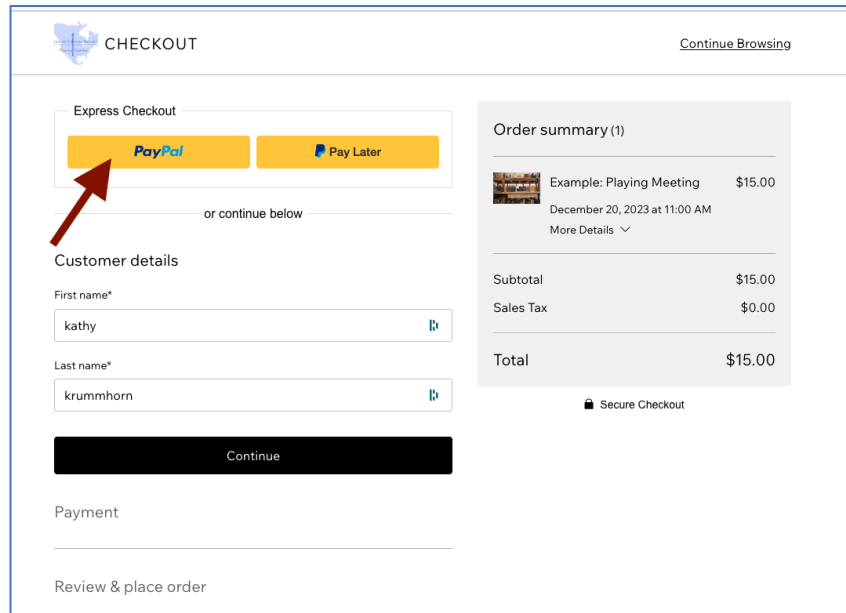
- You will then see the *Your information* page.
- The *First Name*, *Last Name*, and *Email* fields will be filled in automatically.
- If you want to receive a text message reminder 24 hours before the event starts, enter your mobile phone number under *Mobile phone (for text reminder about this event)* and check the box next to *I want to receive an SMS reminder 24 hours before this session starts*.
- Answer the *Will you be attending live?* question. This helps us know how many people to expect at the event.
- Click *Register*.

The screenshot shows a registration form with the following sections:

- Your information:** Includes a link "Not kathy? Switch account", and input fields for "First Name *" (kathy) and "Last Name *" (krumhorn). Below these are "Email *" and "Mobile phone (for text reminder about this event)". The mobile phone field has a dropdown for "+1" and a text input. A checkbox below it reads "I want to receive an SMS reminder 24 hours before this session starts". Below that is the question "Will you be attending live?" with an empty input field.
- Event Details:** Shows "Example: Playing Meeting", "December 20, 2023 at 11:00 am", "Online via Zoom", "Paula Presenter", and "1 hr 30 min". There is a link "Add a promo code".
- Payment Details:** Shows "Total" as "\$15".
- Payment:** Includes radio buttons for "Buy a Plan" and "Pay for This Session" (selected) with a "\$15" price tag.
- Register:** A dark green button with a red arrow pointing to it.

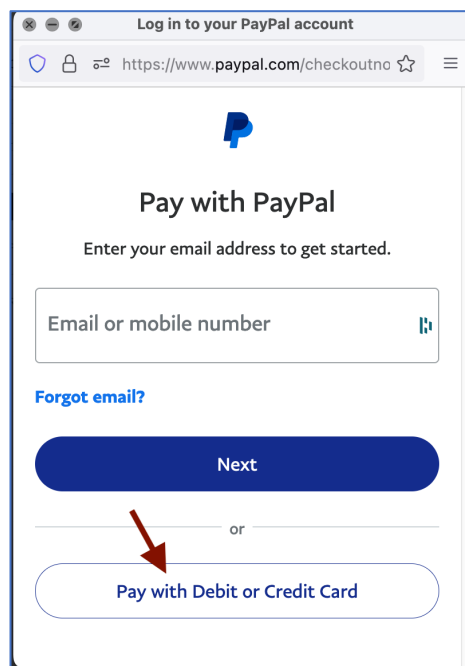
Step 5

- You will then see a *CHECKOUT* page.
- You will have the option of paying with or without a PayPal account.
- Either way, under *Express Checkout*, click the *PayPal* button. (This is an easier method than clicking Continue.) NAVRS uses PayPal to process payments, but you do **not** need a PayPal account to pay.
- If you're already logged into PayPal or if PayPal recognizes that you have an account, you will be logged into PayPal and can pay with your PayPal account. Steps 6-8 cover how to pay **without a PayPal** account.



Step 6

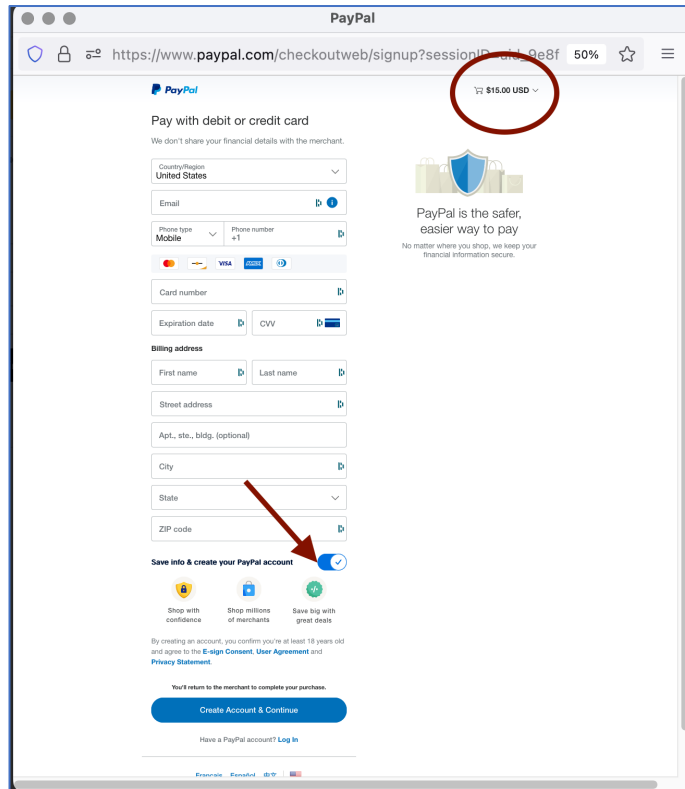
- You will then see a *Log in to your PayPal account* window. This is because NAVRS uses PayPal to process payments, but you do **not** need to have a PayPal account.
- **To pay without creating a PayPal account**, click *Pay with Debit or Credit Card*.
- (If you want to use your PayPal account, follow the prompts to log in to PayPal. This document continues with instructions for paying **without** logging into PayPal.)



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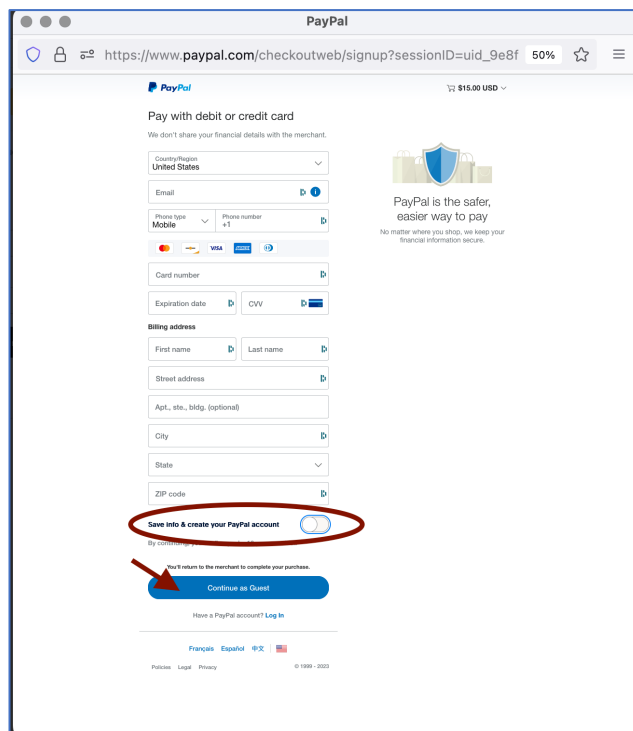
Step 7

- You will then see a *Pay with debit or credit card* window.
- Note that the amount to be paid is shown at upper right.
- Enter your billing information.
- **Before continuing, click the small button next to *Save info & create your PayPal account* & create your PayPal account** to avoid creating a PayPal account.



Step 8

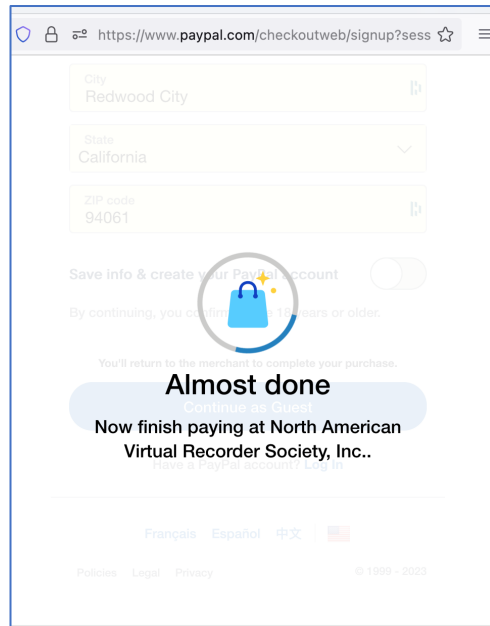
- Now the *Save info & create your PayPal account* option is unchecked.
- Click *Continue as Guest*.



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Step 9

- The *Almost done* window lets you know that you will return to the NAVRS website to complete your registration.



Step 9

- The *Thank you for registering* page confirms your registration.
- You'll receive a confirmation email with a link to the music, and a separate email with the Zoom link. You'll also receive a reminder email with music and Zoom links 24 hours before the event starts.
- Note 2 useful links on the page: *Add to My Google Calendar* and *How to prepare for a NAVRS event*.

