

# Playing Meeting Discount: How to Register for Playing Meetings

These instructions are for those members who have purchased the \$150 Playing Meeting Discount. Although you have already paid for your year of playing meetings, you **still need to register for each playing meeting so that you receive the music and Zoom links and meeting reminders.** You will not be charged when you register.

## Before you start

**Before you register for a playing meeting with your playing meeting discount plan, 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](http://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 a playing meeting using your discount plan** 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 text reads: 'Please log in or choose "Sign Up" to create an account', 'Log In', and 'New to this site? [Sign Up](#)'. There are two input fields: 'Email \*' and 'Password'. Below the password field is a link for 'Forgot password?'. At the bottom, there is a blue 'Log In' button and a section for 'or Log In with' featuring Google and Facebook icons.

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## Registering for a playing meeting using your discount plan

### Step 1

- On the home page of the NAVRS website ([www.navrs.org](http://www.navrs.org)), go to the Upcoming Events section to see upcoming playing meetings.
- Click *Read More* on the playing meeting you want to register for.

**Upcoming Events**

To register and pay, click the "Learn More" button below. For detailed instructions plus useful information on preparing for and participating in our online events, see [Everything You Need to Know](#).

Please note: visitors may attend one playing meeting without membership.

**Example: Playing Meeting**  
[date] Playing Meeting: [title/theme/etc]  
**Read More**  
1 hr 30 min  
\$15

**Example: Workshop**  
[date] Workshop: [title/theme/etc]  
**Read More**  
1 hr 30 min  
\$20

**Example: Special Presentation**  
Free for members [date]  
Special Presentation: [title/theme/etc]  
**Read More**  
1 hr 30 min

### Step 2

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

**Example: Playing Meeting**  
[date] Playing Meeting: [title/theme/etc]

Description  
This is the description.

The Zoom link will be live beginning at 1:30 pm Eastern (12:30 pm Central, 11:30 am Mountain, 10:30 am Pacific). Please join us as we will use the time to chat and use breakout rooms to get to know one another.

1 hr 30 min | \$15 | Online via Zoom

**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*.

**Example: Playing Meeting**  
[date] Playing Meeting: [title/theme/etc]

Select a Date and Time Timezone: Pacific Daylight Time (PDT)

Event Details  
Online event  
Example: Playing Meeting  
\$15 | Part of a plan

Sun 17 Mon 18 Tue 19 Wed 20 Thu 21 Fri 22 Sat 23

11:00 am

**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.
- Under *Payment*, the *Playing Meeting Discount* choice is already selected.
- The number of discounted playing meetings you can still register for is displayed; in this example, the member has 12. (In other words, they have not registered for any playing meetings yet using their discount plan.)
- Click *Register*.

The screenshot shows a registration form with two columns: 'Your information' and 'Event Details'. The 'Your information' section includes fields for 'First Name \*' (filled with 'first'), 'Last Name \*' (filled with 'last'), and 'Email \*' (redacted). Below these is a 'Mobile phone (for text reminder about this event)' field with a '+1' dropdown and a redacted number. A checkbox for 'I want to receive an SMS reminder 24 hours before this session starts' is present. Below that is a 'Will you be attending live?' field. The 'Payment' section shows two options: 'Playing Meeting Discount' (selected, with '12/12' next to it) and 'Pay for This Session \$15'. The 'Event Details' column shows 'Example: Playing Meeting December 20, 2023 at 11:00 am', 'Online via Zoom', 'Paula Presenter', and '1 hr 30 min'. A 'Payment Details' section shows 'Playing Meeting Discount' and '12/12'. A green 'Register' button is at the bottom right.

This screenshot is identical to the one above, but with a red box highlighting the 'Playing Meeting Discount' option in the 'Payment' section. The '12/12' next to it indicates the number of remaining discounted meetings.


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## Step 5

- The *Thank you for registering* page confirms your registration and shows that you were not charged anything.
- 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*.

### Thank you for registering

You'll receive a confirmation email soon.



**Example: Playing Meeting** \$0.00  
Pay with Playing Meeting Discount  
\$0.00  
December 20, 2023 at 11:00 AM  
1 hr 30 min  
Paula Presenter  
Online via Zoom  
You'll get the details for this online session by email.  
[Add to My Google Calendar](#)

Payment method  
Playing Meeting Discount

[How to prepare for a NAVRS event](#)