

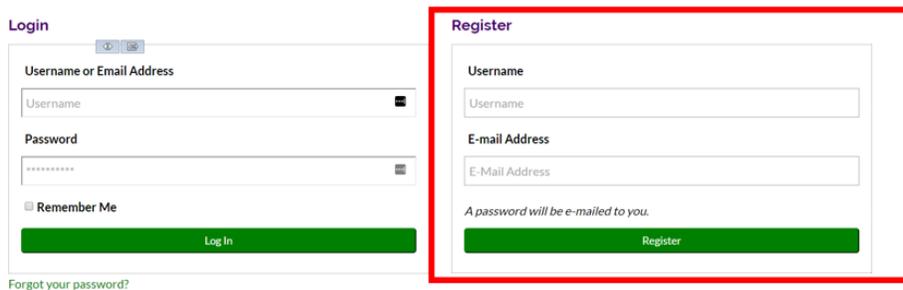
Quarryville Library Website Event Registration – Directions for Patrons

Registration

- In order to register – you will need to **go to a registerable** event then **click the register now button**.



- After doing so you will see two boxes a login box and a register box. To register, you will need to fill out the **Register box on the right**.
 - Username: Create a username.
 - Note – Do **not** use an email address as your username.
 - Email: an email will be sent to you with a temporary password that you can use to login.



- You should check your email: you should receive an email showing your username and password.

Logging in

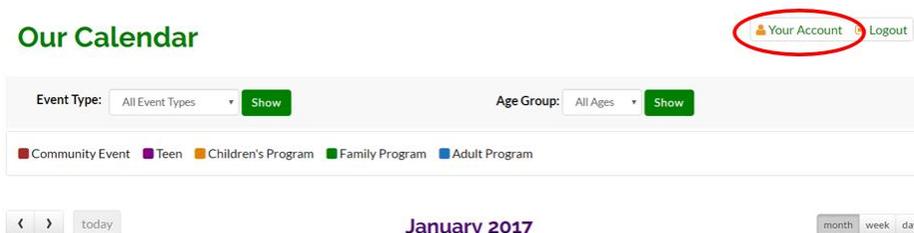
Once you have your password, you should be able to login by either.

- 1) Going to a **registerable event** > and **filling out the login box**.
- 2) Clicking the **login button** toward the **top right of the calendar**.

You will be able to use either the username you had created or your email address to sign in.

Changing password

- Once you log in, you should see this the **“Your Account” option** on the top right area of the calendar. **Click on that option**.



- From here, you will be able to **change your password**, by simply **entering your new password then confirming that password**.

Registered Events | [Waiting List](#)

Registered Events

Below you'll find a list of all events that you are currently registered for. You can unregister for events by hovering over an event and clicking the 'x' in the right column.

Event Name	Event Date
<div style="border: 2px solid red; padding: 5px;"> <p>Change Your Password</p> <p>New Password <input type="password"/></p> <p>Confirm Password <input type="password"/></p> <p><input type="button" value="Set New Password"/></p> </div>	

- From this area, you will also be able to see events that you have registered for as well as Events you are on the waiting list for.

Registering for an event

- Once you are logged in, you will be able to register for events.
- Go to a registerable event and click **Register Now**.
- You will be presented with a form that you need to fill out.
- All required fields have a **red ***
- If you wish to register children/friends as well, you can click this option:
- The guests will count against the MAX attendants for the event.
- Once the form is completed click the **Register** button.



Unregistering Edit information for an event

- In order to unregister for an event you need to **click the**  **button** towards the top right area of the calendar.
- From here, you should see all the events that you are registered for.
- If you would like to edit your information, you can hover over the Event Name and click the pen icon— and adjust your information accordingly.
- If you would like to unregister, you need **to hover over the Event Name**, and then **click the red X to unregister**.

Registered Events

Below you'll find a list of all events that you are currently registered for. You can unregister for events by hovering over an event and clicking the 'x' in the right column.

Event Name	Event Date
Teen Anime Club	Jan 14th, 2017 at 6:00 PM



- Once you click the **X**, you will be asked if you are sure you want to unregister.
- Click Yes – you will now be unregistered for that event.