



## **Re: Club Meeting Registrations How to advise your plan to attend or apology**

Follow these steps:

**Visit the Club's website** ([www.broadbeachrotary.org](http://www.broadbeachrotary.org)) (then click on the Red button at the top)

Once on the main Home Page, Click on: **“Calendar”** from the top line menu

Locate the date of the relevant meeting, then click on that **meeting summary** heading. (If its date is not in this current month – click on the next “month” on the top right hand corner of the calendar).

Under “Register Online” click on: **“Attend or Decline”** to proceed

**(You will then need to login with your website access login name and Password)**

So type in your Login name and password), and click on **“LOGIN”**

*(Option now .. if you want to type in a comment – click at the start of the comments box, then type in your comment)*

*Click on either the “Attend” or the “Decline” button*

Click on **“LOGOUT”** *(That's the basics- .i.e all you have to do ).*

*If you have nothing else currently to do on the club website - **exit our website** by clicking on the “X” in the top right corner.*

### **For those who like to know a bit more ....**

- When you successfully login, your own name should display near the top right hand corner.
- BEFORE you click “attend” or “decline” - you also have the option to type in any comment. The most obvious use of this is to advise something such as “Please provide me with a vegetarian meal if possible”.
- If you are bringing any guests (e.g. your partner) then you can also enter that at the same time.
- Once you are in this data entry screen, you can also click on “See Who Else is Registered”. This is particularly useful for management purposes – i.e. any club executive or the hotel can easily see what the numbers are likely to be - days before and again say on the afternoon before the meeting.