

Welcome (Back) To the Canadian Team! We are looking forward to a wonderful year getting to know/catching up with you all. New this year, our calendar has two ways to register for an event based on the type of event (free or paid). Below you will find step by step instructions on how to sign up for events this season. If you have any further questions please let one of our staff know and we will happily walk you through the process!

FREE Events

Since there is no cost for the event our online payment system is not required and you are able to sign up directly in the calendar.

1. Click the event you are looking to register for, a box should appear in the middle of the screen like the following:

The screenshot shows a modal window titled "Members Night" with a close button (X) in the top right corner. The event details include:

- Date and time: Fri May 4 2018, 5:00pm - 6:00pm
- Navigation: Calendar menu with "Member Events" selected
- Location: Where [Show on map](#), EAST COURSE
- Description: Deadline to register is Wednesday May 2
- Registration: Signed up: 0 [Sign up](#)
- Footer: Created on Oct 17 2017, 10:58am by Administrator, last updated on Nov 16 2017, 1:48pm by Administrator

On the right side of the modal, there are three buttons: a blue "Signup" button, a grey "Print" button, and a grey "Share" button with a dropdown arrow.

2. At the bottom of the screen you will see 1 of 2 things:
 - a. "Signed Up"

This screenshot is identical to the one above, but the text "Signed up: 0" in the registration section is highlighted in yellow to indicate the state after clicking the event.

b. Comments – which will ask for more detailed information about your sign up.

Ladies Day Meeting & Golf

Thu Apr 26 2018, 8:30am - 10:00am Print

Calendar Share

Member Events

Description

Comment and let us know if you will be attending the meeting and if you plan to golf (18 or 9). i.e. Melissa Hodgins - Meeting & 9 Holes or Melissa Hodgins - Meeting Only

Comments: 0 [Add Comment](#)

Created on Oct 17 2017, 10:50am by Administrator, last updated on Nov 24 2017, 2:28pm by Administrator

3. To Sign Up, select the comment or sign up button and a screen will appear. Enter your information as requested. For Comment boxes, don't forget to list your answer in the box (shown below) and then press save:

Ladies Day Meeting & Golf

Thu Apr 26 2018, 8:30am - 10:00am Print

Calendar Share

Member Events

Description

Comment and let us know if you will be attending the meeting and if you plan to golf (18 or 9). i.e. Melissa Hodgins - Meeting & 9 Holes or Melissa Hodgins - Meeting Only

Comments: 0 [Cancel](#)

ENTER COMMENTS HERE

Save X

4. Include you information and press save. When you do you should see your name added to the "Signed up"/ "Commented" portion of the window as shown below:

Members Night

Fri May 4 2018, 5:00pm - 6:00pm Signup

Calendar Print

Member Events Share

Where [Show on map](#)

EAST COURSE

Description

Deadline to register is Wednesday May 2

Signed up: 1 [Sign up](#)

Melissa Hodgins - a few seconds ago

Created on Oct 17 2017, 10:58am by Administrator, last updated on Nov 16 2017, 1:48pm by Administrator

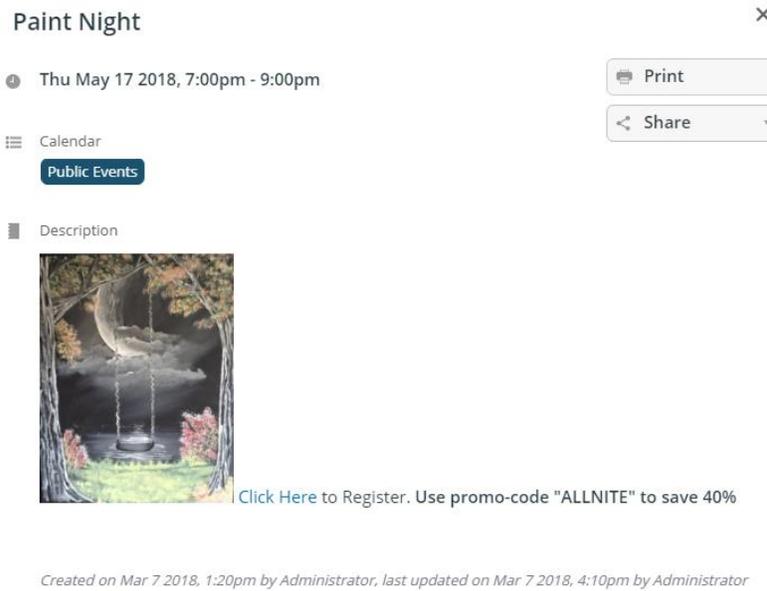
5. Should you need to cancel your sign up, please notify the proshop or email us at events@canadiangolfclub.com

Since plans can change we suggest only signing up for events a few weeks in advance.

Paid Events

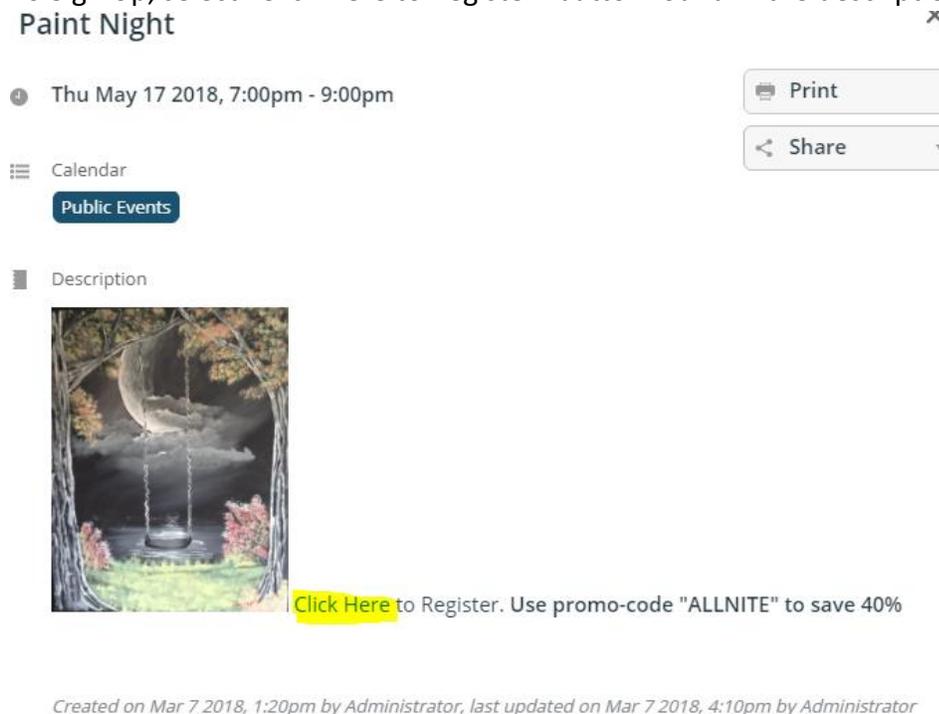
Since there is cost for the event you will be re-directed to our website which will allow you to process payment online.

1. Click the event you are looking to register for, a box should appear in the middle of the screen like the following:



The screenshot shows a mobile application window for an event titled "Paint Night". At the top right is a close button (X). Below the title, the date and time are listed as "Thu May 17 2018, 7:00pm - 9:00pm". To the right of this are "Print" and "Share" buttons. Below the date is a "Calendar" section with a "Public Events" button. Underneath is a "Description" section featuring a painting of a swing set in a forest at night with a full moon. Below the image is a link that says "Click Here to Register. Use promo-code 'ALLNITE' to save 40%". At the bottom, it says "Created on Mar 7 2018, 1:20pm by Administrator, last updated on Mar 7 2018, 4:10pm by Administrator".

2. To Sign Up, select "Click Here to Register" button found in the description part of the window.

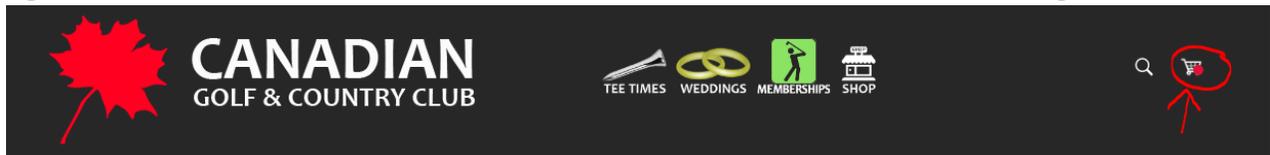


This screenshot is identical to the previous one, but the "Click Here" link in the description is highlighted in yellow. The rest of the interface, including the title, date, buttons, and footer, remains the same.

- In some cases where the event is run by an outside company (Paint Nite as an example) you will be redirected to their website to process payment. For all in-house events, you will be directed to our page. The page should appear similar to the image below which will ask you for some of your information and how many “tickets” you would like to purchase:



- Adjust the Quantity accordingly and add to cart. When you add to cart you will see an icon at the to right hand corner of the screen with a red circle on it. Click on the cart to be brought to check-out.



- Confirm the order in your cart and select the “Check-Out” box
- Enter the information requested and select the “Continue to payment method” box
- Enter information and select complete order. A receipt will be emailed to you.

Since plans can change we suggest only signing up for events a few weeks in advance.

Contact Information Reference Chart:

Events: Melissa Hodgins

events@canadiangolfclub.com 613-253-3290 x 245

Proshop: Danielle Seabrook

danielle@canadiangolfclub.com 613-253-3290 x 225

Accounting: Tarek Alsobh

accounting@canadiangolfclub.com 613-253-3290 x 221