

2019 Space Coast Birding & Wildlife Festival (SCBWF) LANDING PAGE INSTRUCTIONS

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- A. Please read this section first

Please note: there may be slight differences in appearance between your screen and the images in this document.

SCBWF registration begins here! You probably got this document by clicking on “Registration instruction document” link, or someone emailed this pdf to you.

Before we proceed, let’s call your attention to the fact that **by registering for the Festival, you are agreeing to the Liability Waiver and Photo Release** – click the “read details here” link to read the details.

WELCOME! to the SCBWF REGISTRATION LANDING PAGE

By registering, you promise/agree ([read the details here](#)):

- Not to hold the Brevard Nature Alliance (BNA) or the Space Coast Birding & Wildlife Festival liable if you get hurt
- To let us use your picture if it’s taken at the event

[Registration instruction document](#)

ATTENDEE REGISTRATION PRICING:

	Before 12/12	After 12/12
Full Festival	\$90	\$125
Weekend (Fri-Mon)	\$75	\$ 85
One Day	\$45	\$ 50

To add a second day – consider Full Festival or Weekend. You will save the second handling fee; and you are not required to attend all days.

Important: DUPLICATE EMAIL – DIFFERENT PASSWORD: You MAY use the same email for more than one registration - BUT each PASSWORD must be slightly different. Make a “new” password by simply adding one or several characters (...1, 2, 3 or ...mary, joe, scott).

B. New 2019 Registration: which button to choose?



The screenshot shows a registration form with the title "Select How You Are Registering" in blue text. Below the title are four radio button options:

- I am registering as an INDIVIDUAL
- I am registering as part of a GROUP (party of 2 or more)
- I have already registered and want to edit my registration
- I forgot my password / I don't have a password

If you have NOT YET REGISTERED for 2019 (and saved your registration) – you will select one of the first two options. Now, the first big decision – should you select INDIVIDUAL or GROUP (for this site, a GROUP is a party of 2 or more).

- Select the first option "INDIVIDUAL" (C below) if you will be registering and paying only for yourself, and you are not meeting up with anyone else at the Festival.
- If you will be traveling or meeting up with one or more other people, consider the "GROUP/party" option ("D" below). The advantages are:
 - you can pay for everyone together (or not, group members can still pay separately); and,
 - the group leader has access to everyone's schedule, which can be useful if you want to be on certain trips together.

IF UNCERTAIN – choose GROUP. There is no harm in having only one person in a group; but once a person is registered as an individual, they cannot be moved into a group. More information under Group Leader notes (“D” below).

- IF RETURNING TO COMPLETE OR UPDATE YOUR REGISTRATION: Select "I have already registered and want to edit my registration." (D below)
- ONLY pick "I forgot my password / I don't have a password" (E below) if you have PREVIOUSLY saved your registration! (Before you register, the system has no idea who you are; and it has no memory that you registered last year. You will set your password at the Registration Page)

C. New INDIVIDUAL instructions

1. Select “I am registering as an individual.”

Select How You Are Registering

- I am registering as an individual
To begin, enter your E-mail Address
Registrant Type
Continue
- I am registering as part of a group/party of 2 or more

2. Enter your email.

Select How You Are Registering

- I am registering as an INDIVIDUAL
To begin, enter your E-mail Address
Registrant Type **▼**
Continue
- I am registering as part of a group/party of 2 or more
- I have already registered and want to edit my registration
- I forgot my password

Contact
Registration Support

Full Festival Registration
Weekend Registration (F-M)
1-Day Wed Jan 23rd
1-Day Thu Jan 24th
1-Day Fri Jan 25th
1-Day Sat Jan 26th
1-Day Sun Jan 27th Field Trips Only
1-Day Mon Jan 28th Only Trip Available
SPONSOR/EXHIBITOR - need password
TRIP LEADER - need password
VOLUNTEER - need password

3. Click the down arrow circled in red – the list of registration options will appear.
4. Click the “Continue” button – you will be taken to the Registration Page.

D. New GROUP LEADER instructions

- The person who creates a group becomes the "Group Leader" and is the first member of the group.
- A separate registration is still required for each member of your group/party. The group leader can send prospective members the group code and they register themselves ("E" below).
- The group leader also has the ability to add new group members; this process starts in the Group Leader Dashboard on the Registration Page – the process will bring you back to this Landing Page, to enter the next group member.
- Payments can be made individually or for the whole group.

Select How You Are Registering

I am registering as an individual

I am registering as part of a group/party of 2 or more

I want to create a new Group/Party (you will become the Group Leader)

Please enter your new Group Code

This will be used by your other group members to register. Maximum characters in 20. Case is not important.

To begin, enter your E-mail Address

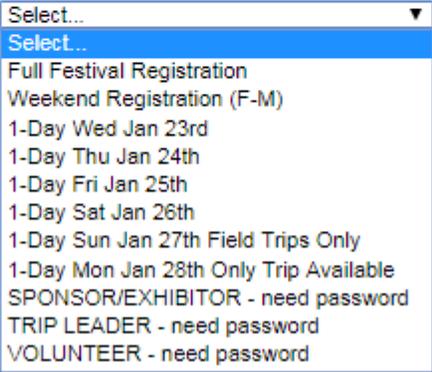
Registrant Type

I know the Group

I have already registered

I forgot my password /

Contact



The dropdown menu for 'Registrant Type' is open, showing the following options:

- Select...
- Full Festival Registration
- Weekend Registration (F-M)
- 1-Day Wed Jan 23rd
- 1-Day Thu Jan 24th
- 1-Day Fri Jan 25th
- 1-Day Sat Jan 26th
- 1-Day Sun Jan 27th Field Trips Only
- 1-Day Mon Jan 28th Only Trip Available
- SPONSOR/EXHIBITOR - need password
- TRIP LEADER - need password
- VOLUNTEER - need password

1. (above) Select "I am registering as part of a group/party of 2 or more (above)
2. Select "I want to create a new Group/Party ..."
3. Enter the new Group Code
4. Enter your email.
5. Click the down arrow– the list of registration options will appear; make your selection.
6. Click the "Continue" button – you will be taken to the Registration Page.

E. New GROUP MEMBER instructions

Select How You Are Registering

- I am registering as an individual
- I am registering as part of a group/party of 2 or more
 - I want to create a new Group/Party (you will become the Group Leader)
 - I know the Group Code

Please enter the Group/Party Code:
You would have received this Group Code from your Group Leader. Case is not important.

To begin, enter your E-mail Address

Registrant Type

- I have already registered
- I forgot my password /

Contact
Registration Support

- Select...
- Select...
- Full Festival Registration
- Weekend Registration (F-M)
- 1-Day Wed Jan 23rd
- 1-Day Thu Jan 24th
- 1-Day Fri Jan 25th
- 1-Day Sat Jan 26th
- 1-Day Sun Jan 27th Field Trips Only
- 1-Day Mon Jan 28th Only Trip Available
- SPONSOR/EXHIBITOR - need password
- TRIP LEADER - need password
- VOLUNTEER - need password

1. (above) Select "I am registering as part of a group/party of 2 or more (above)
2. Select "I know the Group Code"
3. Enter the Group/Party Code
4. Enter your email.
5. Click the down arrow– the list of registration options will appear; make your selection.
6. Click the "Continue" button – you will be taken to the Registration Page.

F. ALREADY REGISTERED instructions (for 2019 – system has no memory of previous years)

Select How You Are Registering

- I am registering as an INDIVIDUAL
- I am registering as part of a GROUP (party of 2 or more)
- I have already registered and want to edit my registration

Email Address:

Password:

- I forgot my password / I don't have a password

1. Select “I have already registered and want to edit my registration”
2. Enter your email.
3. Enter your password
4. Click the “Submit” button – you will be taken to the Registration Page.
5. If you get an error – check your email and try again, you may have mistyped your password.
6. If you are certain you SAVED your registration – proceed to “G”

G. FORGOT PASSWORD/DON'T KNOW PASSWORD instructions (must have previously saved your 2019 registration)

I have already registered and want to edit my registration

I forgot my password / I don't have a password

Please enter your email address below. You will be emailed a link to reset your password.

Email Address:

1. Select “I forgot my password / I don’t have a password”
2. Enter your email.
3. Click the “Send Password Reset” button
4. Watch your email account for the reset instructions
5. If you get an error – you may have left the REGISTRATION page without saving.
6. Restart the registration process – and be careful to SAVE before leaving the REGISTRATION page.
7. Occasionally someone mistypes their email, twice, in the registration form. That may be the issue if you receive this error and have already made a payment but did not receive a confirmation. Contact scbwf.register@gmail.com and we will check into the matter for you.

H. CANCELLATIONS AND REFUNDS

• **Registration Cancellations** received before Dec 13, 2018 will receive a full refund less a \$35 administration fee. These cancellation refunds will be processed between Dec 26, 2018 and Jan 2, 2019. Cancellations received from December 13th, 2018 to January 9th, 2019 will receive a 50% refund less a \$35 administration fee. These partial refunds will be processed by March 1st, 2019. **No refunds will be made** for cancellations after Jan. 9th, 2019 or for no-shows.

• **Changing your session selections after registering might cause “unspent” money to be on your account.**

- You can alter your schedule at any time!
- When you’ve already paid for one event/session (field trip, workshop, spotlights, keynote, boat trip or photography activity) and switch to a less expensive one – the “extra” money will be kept on your account.
- These funds will remain available thru the end of the Festival for you to apply toward other sessions. When you add a new event, the system will automatically apply the extra before giving you a balance due.
- Refunds for cancelled sessions and other overpayments will only be processed if you are an early registrant (registered by 11:59pm on Dec 13th). You may request a refund of

overpayment less a \$15 fee. The request must be made before Dec 26, 2018 and will be processed between Dec 27, 2018 and Jan 2, 2019. Overpayments of \$15 or less will not be processed and the overage will be donated to the *Neta Harris Young Birders Scholarship* fund.

- PLEASE REMEMBER – unrefunded overages remain available thru the end of the Festival, and may be applied at any time to register for other events.

• **The SCBWF Festival reserves the right to cancel, change or substitute an activity** if deemed necessary. Boat trips are only refundable if the Captain decides to cancel. Cancelled activities not substituted or replaced will be refunded within 30 to 45 days after the Festival ends. Refund will be processed on original form of payment.

I. WHEN CAN I GET MY BADGE?

• **Badge pickup** Badge pickup will be available Tuesday thru Saturday during the Festival. Anyone registering after January 9th may find they need to wait for their badge to be printed when they arrive.

Badges are required while on the Campus. It is preferred but not required that you have your badge when you arrive for a trip – because you have pre-registered, your name should be on the Trip List. There are trips that travel by bus from the campus. (Instruction and information given during the bus ride will enhance your experience; you should come to the campus and ride the bus rather than try to rendezvous with the trip later.)

• **Attendees whose first field trip is early Wednesday morning** are likely to find that the Trip Leader has their badge.

The registration area is in the Gymnasium on the campus of Eastern Florida State College – Titusville. You can register at any time using your smart phone or other electronic device; computers will be available on-site for walk-in registrations, and to view or make changes to your schedule.

Badging/registration area schedule:

TBD