Online Registration Process for Bird Walks and Other Events

Great News! Hilton Head Audubon is moving to an online registration system for bird walks. All walks will be by pre-registration only.

When a bird walk or other event is announced, a special link will be provided via email for HH Audubon members for a discounted rate.

- Click the link to register. Please, DO NOT reply to the email announcing the event.
- You need to register via the link contained within the email or on our website in order to attend.
- An alternate link will be posted on the website, but that is for non-members and will reflect a different price.

Below is a sample set of screenshots showing how the system works.

Here’s how the title of the event will display when you click on the link in your email.

The top of the screen shows the title, in this case “Bird Walk”. Under that you will see the Name of the Walk, the date, time and location where it will be held.
When you scroll down, you’ll see the area to fill in your information. Note, you can click the “Remember Me” box at the bottom, so the next time you sign up for a walk or event, you won’t have to fill in your information again.
Scroll down a bit more and you’ll see how many “tickets” or spaces you can reserve for this event, the cost per ticket, and a place to make an additional donation if you wish.

<table>
<thead>
<tr>
<th>Ticket Level</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bird walk ($0)</td>
<td>- Quantity -</td>
</tr>
</tbody>
</table>

Additional Contribution (Optional)  
- $0.00  

Total: $0  
QTY: 0

Please note that once you click the register button, you are finished. You should receive an e-mail confirmation. If you did not, you did not complete registration. Please go back and try again.

Additional Information  
Where do you want your contribution to go? (Optional)  
- Beaufort County Open Land Trust  
- Hilton Head Audubon  
- South Carolina Audubon
Note, at the very bottom, you’ll complete the registration by clicking the blue box that says “Register”. If you do not complete this final step, you are not registered.

You will then be taken to a Thank You page for registering, and you will also receive an e-mail confirming that you are signed up. If you do not get either of these, you are not registered.

- All registered participants will be provided a link with any updates and information on the trip.
- This link will be updated as needed until the day of the trip.
- Only registered participants will receive this link.
PLEASE NOTE:

• Do not show up the day of the walk without first registering.
• This is an inconvenience to the field trip leaders as well as other participants and it takes precious time away from what we really want to do: see the birds.
• Walks fill up fast and we want to be able to give the best possible experience to those who have registered.

IF A WALK IS FULL...
If a walk is full and you decide to arrive without registering first, we cannot guarantee you a spot. Some trips are not conducive to large groups which is why we place a cap on registrations.

WAITLIST...
If you are interested in a walk that is full, we will post a link on the website for a waitlist. If spots become available, we will contact you. No payment is required for the waitlist.

Lastly, the status of all walks will be posted on the website - a special link will be sent to those who successfully registered that highlights additional information such as where to meet, carpooling, etc.

REFUNDS...
Refunds will not be issued unless HH Audubon or the Field Trip Leader cancels the trip. Please note that only those who are registered will receive this email.

QUESTIONS?
If you experience any issues when registering, please email us at HHIAudubon@gmail.com and we will help you through the process. If, at any time, you are unsure if your registration went through, please email us. We’re happy to check the status for you.

This information will also be posted in the September issue of Ecobon and subsequent issues after that.

Thanks for your patience with us as we institute this new system.