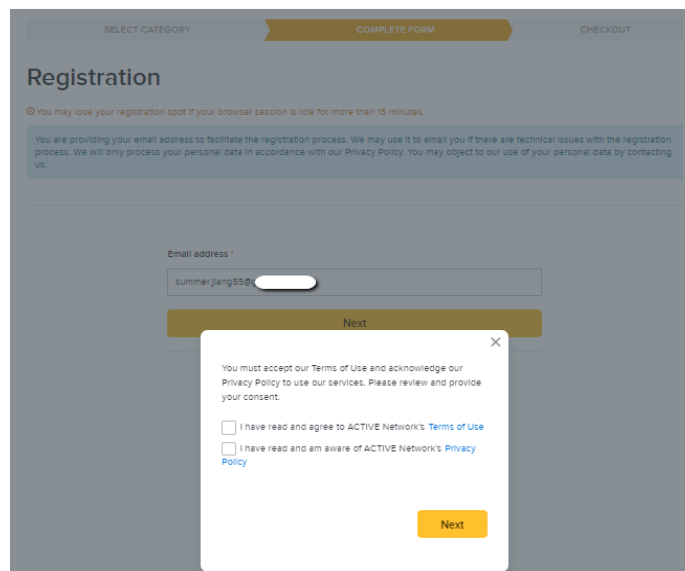


AWE Online Registration User Guide

Participants can refer to below steps to complete online registration on your registration page.

1. On **SELECT CATEGORY** page of registration link, select your desired category and price type, click **CONTINUE**
 - **Note:** *If the event allows multiple selection on registration page, you can select more than one registration category for an event within one transaction. Each price type allows up to 10 registrations per transaction.*
2. On **COMPLETE FORM** page, enter your login email and password to log into your ACTIVE account.
 - **Note:** *If you don't have an ACTIVE account yet, you need to consent to the pop-up message to continue, and you will be asked to create an account at the end of the registration.*



3. Choose **Myself** under the category name, answer all required form questions under **PARTICIPANT INFO**.
 - **Note:** *If you are registering for juniors, choose **Minor (under 18)**, ensure the required checkbox "**You are this person's parent or legal guardian**" is ticked. Under **PARTICIPANT INFO**, enter Junior's info instead of yours.*
 - **Note:** ***Other adult (18+)** option will appear if the event allows participants to register others who are 18 or over. If you are registering for another adult (18+), choose **Other adult (18+)**. Under **PARTICIPANT INFO**, enter other adult's info instead of yours. A unique email address is required for adult registration.*

4. (Optional) Under **TEAM INFO**, choose whether to create or join a team (Only displays if the event allows self-registration teams)
5. Click **NEXT**
6. Check box beside **I agree to the applicable Waivers**
7. Enter your name beside **Electronic signature** and click **NEXT**

Waivers and agreements

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

- ☒ I agree to the [Active Agreement and Waiver](#)
- ☒ I agree to the [Liability Waiver](#)

By entering my name below, I assert that I have reviewed and agree to all of the waivers and agreements I have selected above.

* **Electronic signature**  Enter your name

[Start over](#)

[Continue](#)

- **Note:** If you are registering for another adult (18+), the waiver section will be bypassed in the registration process. Please remind the participant to check their confirmation email and sign the waiver.
8. Click **CONTINUE**
 9. Review order details on Checkout page
 10. Under **PAYMENT OPTIONS**, you can choose to pay in full or enroll in payment plan if the event organizer has configured the payment plan, enter your credit card information for future auto installment charges
 - **Note:** If a credit balance is available on your online account, an option will appear for you to use credit balance as a payment for this transaction
 11. Click **Complete** to submit registration.

Note: Active will then send a confirmation email with your event dates and important event information, and an order receipt with your order and payment information

Note: To view your completed registration, you need to log into MyEvents portal, please refer to [View My Registration in MyEvents](#)



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About ACTIVE Network, LLC

ACTIVE Network, LLC is a technology and media company that helps millions of people find and register for things to do and helps organizations increase participation in their activities and events.

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