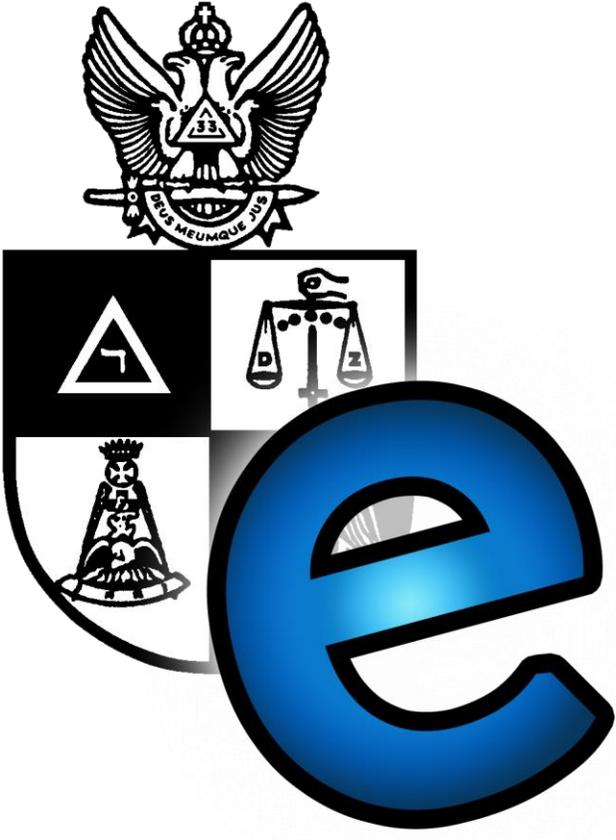


Valley of Boston



F1 Racing Registration Tutorial



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Step 1: Sign Yourself Up

The screenshot shows the website's header with 'FraternalEvents.com' on the left and 'Log in' and 'Create An Account' buttons on the right. Below the header is a navigation bar with the text 'Now you're going places' and a search bar labeled 'Event Search'. The main content area displays two event listings:

- 26 Oct DeMolay University 2014**
Host: Massachusetts DeMolay
Event type: By Organization Type (Freemasons, DeMolay)
When: Sunday, October 26, 2014 at 10:00 AM EDT
Where: Lowell, MA, United States
- 15 Nov F1 Racing**
Host: Scottish Rite Valley of Boston
Event type: By Organization Type (Scottish Rite)
When: Saturday, November 15, 2014 at 01:00 PM EST
Where: Braintree, MA, United States

Go to the website live.fraternalevents.com.

1. To create an account, click **Create An Account** (turn to page 3).
2. If you already have an account, click **Log In** (skip to page 5).

Valley of Boston



Step 2: Account Creation

FraternalEvents.com Log in Create An Account

Welcome Friend!
You'll soon be able to register and access FraternalEvents.com's growing list of events.

New user

Personal Details:

Title (Example - Mr. Mrs. Ms. Etc.)

First name REQUIRED

Middle name

Last name REQUIRED

Goes by

Gender Male Female

Date of birth

Spouse name

Account:

Email address REQUIRED

Please enter your email address again REQUIRED

Password Must be at least 10 characters. REQUIRED

Please enter your password again REQUIRED

You have clicked **Create An Account**. Fill in your information for your personal account.

1. The minimum requirements are your first and last name.
2. Use the email you check most regularly, as this email address will be used to send updates and alerts.

FraternalEvents.com Log in Create An Account

Preferred shirt size None provided yet
Used if event provides a shirt

Your time zone (GMT-11:00) American Sam
Used when displaying transaction information

Mailing address
This address is used to send returns

City or town you live in

Zip postal code

Home phone

Work phone

Mobile phone

Emergency contact name and phone number

Health notes
This note is included in event attendance information

Other notes

Organization Association Request(s):

What organization(s) would you like to request an association with? What Organization(s)?

Note 1: Requests will only be sent once you confirm your account.

Note 2: By requesting association to an organization you hereby grant to the organization the privilege of communicating to you via email and grant them permission to include you in future emails. Recognizing that you have the ability to unsubscribe from future event promotional messages at any time should you choose to do so in your user profile.

Is your organization not listed yet?

Would you like to add it? Yes No

Human Authentication:

MMEHA

CAPTCHA letters

Human Authentication: Please type what you see above. Don't see the CAPTCHA image and use IE? Click on the button at the top of your browser.

REQUIRED

3. Select Scottish Rite Valley of Boston, and enter your Membership ID.
4. Perform the standard security measure for the website.
5. Click **Create This Account** and you have made your account! You must wait to be authorized to join the Valley of Boston. (Authorization can take up to 24 hours.) Once authorized, you will be automatically placed into the Valley of Boston. Notification will be sent via email when this happens.

Valley of Boston



Step 3: Register for F1 Racing!

FraternalEvents.com Welcome Mr. John Doe! Home Manage My Account Management Menu Download Owner's Manual Log out

Now you're going places...

Event Search

26 Oct **DeMolay University 2014** Details Register

Host: Massachusetts DeMolay
Event type: By Organization Type (Freemasons, DeMolay)
When: Sunday, October 26, 2014 at 10:00 AM EDT
Where: Lowell, MA, United States

15 Nov **F1 Racing** Details Register

Host: Scottish Rite Valley of Boston
Event type: By Organization Type (Scottish Rite)
When: Saturday, November 15, 2014 at 01:00 PM EST
Where: Braintree, MA, United States

Once your account is registered with the Valley of Boston, it is time to register for F1 Racing!

1. From the **Home** page, find the F1 Racing event, and click **Register**.

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New registration for F1 Racing

Is this a group registration or for yourself?

Self registration from

1 2 Start registration Cancel

3

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2. There is only one option, self-registration. Click **Self registration**
3. Select the dropdown option for **Scottish Rite Valley of Boston**.
4. Click **Start registration**.



Step 4: Select an Attendee Type

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New Self Registration for F1 Racing event

Step 1: Please add your activities

First, please choose the event activity set that applied to you (or this attendee):

ATTENDEE TYPE

1

Save And Continue

Registration Management

1. Choose the type of attendee.



1. Select the type of attendee that applies. Since there is only one option, choose **Member of the Valley of Boston**.
Now that all the activities have been filled out, there are three options: **Save And Continue**, **Review Registration**, and **Cancel Registration**.
2. Once all attendees are registered, click **Save and Continue**.
3. If you want to suspend your registration and return to it later, click **Review Registration**.
4. To delete the current registration and start over, select **Cancel Registration**.

If **Save and Continue** or **Review Registration** are clicked without a mandatory activity being selected, then this message will appear. Fill in the mandatory field to continue. Click **Save and Continue** once the attendee type has been selected.



Step 5: Review Your Registration

FraternalEvents.com Welcome Mr. John Doe! Home Manage My Account Management Menu ▾ Download Owner's Manual Log out

New Self Registration for F1 Racing event

Purchase Review for Self Registration

Registration Attendee(s)

Mr. John Doe (57116108357) View Schedule **Modify** 

Total cost: \$45.00

Registration Cost Summary

Event ticket	x	1	=	\$0.00
Attendee Type	x	1	=	\$45.00

Event and activities total costs: \$45.00

Coupon: **Apply Coupon** 

This page shows the overall registration along with each individual schedule.

1. Review your individual schedule. If something is amiss, click **Modify** and return to the activity list to make the change.
2. This number is the total cost.

Scroll down the page to finalize registration.

Valley of Boston



Step 6: Finalize and Pay for F1 Racing

FraternalEvents.com Welcome Mr. John Doe! Home Manage My Account Management Menu Download Owner's Manual Log out

Reserve / purchase seats to complete registration.

Registration Notes (questions or special requests):

No notes provided [update notes](#)

1

Pay/Reserve Seats for this registration

[In Advance By Credit Card \(PayPal\)](#) [In Advance By Check](#)

2

Registration Management

[Cancel Registration](#) [Back to list](#)

3

1. Add any notes that you may want to let the organizers know (health conditions, questions, etc.).
2. Once satisfied with the registration, click **In Advance By Check** or **In Advance By Credit Card (PayPal)**. A PayPal account is not required to pay for F1 Racing.

And you are done! Congratulations!

Valley of Boston



FAQs

Q: I clicked **Save for Later** and cannot find the registration I already started. How do I get back to that registration?

A: Quite easily! From any page click **Management Menu** and then **Manage My Organizations**. From this page, you can see your partial registration for F1 Racing. Click **Complete** to continue your registration.

Q: What kind of notes or special requests are you looking for in the **Registration Notes** section?

A: This section can be used to request specific rooming assignments, health concerns beyond the normal medial health release form, etc.

Q: How do I pay without a PayPal account?

A: On PayPal page there will be two options on the right; pay with a PayPal account and pay with a debit/credit card. Choose the second option and fill out the information.