

Using the Calendar as a Registered User

Registered users of your website can:

- View events that are only visible to certain users (role) if they have been assigned that role.
- Register for events once they have signed in.
- View all events for which they have registered.

Viewing Role-based Events

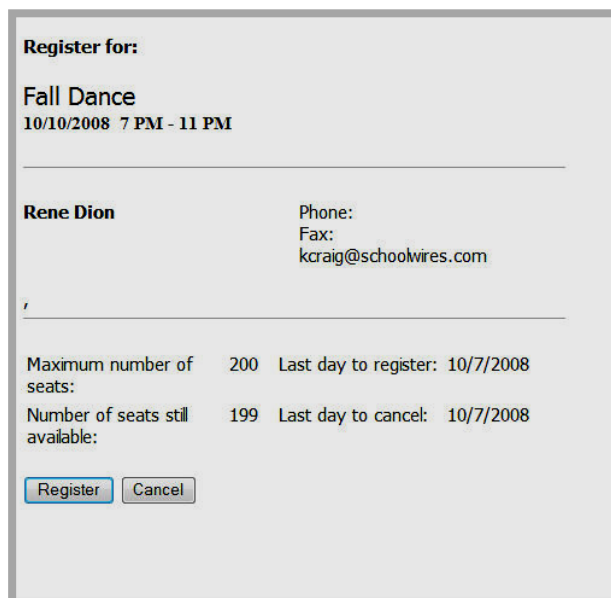
If an editor has made an event viewable only by certain roles, the registered user must sign in and be assigned that role to see the event. See the **Centricity** chapters, “Site Structure, Navigation & User Registration” and “Site & Subsite Workspaces,” for more information about roles and how they are assigned.

Registering for an Event

Unlike the other calendar functions that are available to end users, to register for an event, you must be a registered user. You must also sign in so that you are recognized as a registered user. See the **Centricity** chapters, “Site Structure, Navigation & User Registration” and “Site & Subsite Workspaces,” for more information about how users are registered and how they sign in.

To register for an event, registered users:

1. Sign in to **Centricity**.
2. Access the calendar on which the event displays.
3. Click on the event. An *Event Details* window like the one shown in Figure 63 will display.



The screenshot shows a window titled "Register for:" with the following content:

Fall Dance
10/10/2008 7 PM - 11 PM

Rene Dion Phone:
Fax:
kraig@schoolwires.com

Maximum number of seats: 200 Last day to register: 10/7/2008
Number of seats still available: 199 Last day to cancel: 10/7/2008

Figure 63 Event Details window

4. Click on the *Register* button. If you need to make choices or have an opportunity to request special accommodations, a *Registration* window will display where you can enter that information.
5. Click on the *Register* button. A confirmation window like the one shown in Figure 64 will display. You will receive an email confirming your registration. If you are on the waiting list, the email will state that. The contact for the event will receive an email about your registration.

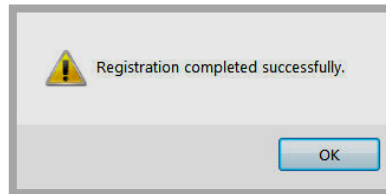


Figure 64: Registration confirmation window

Notes:

- If you have not signed in, you will be prompted to do so.
- If you have already registered for the event, you will see a message stating that.

Viewing your Events

The *My Events* button that displays on the top right of any calendar will take you to a list of the events for which you have registered. Therefore, you must be a registered user of the website and must sign in to the *site* in order to access this information. See the **Centricity** chapters, “Site Structure, Navigation & User Registration” and “Site & Subsite Workspaces,” for more information about how users are registered and how they sign in.

To view the events for which you have registered:

1. Sign in to **Centricity**
2. Access any calendar.
3. Click on the *My Events* button. A *View My Events* window like the one shown in Figure 65 will display.

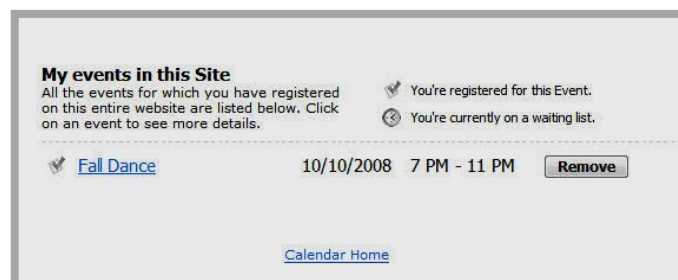


Figure 65: View My Events window

As you can see, besides the status of registrations, this window provides a user with:

- Access to event information
- The ability to cancel registration
- A link back to the calendar

Notes:

- If you have not signed in, you will be prompted to do so.
- If you have not registered for any events, you will see a message stating that.