Register for a Training Class Event.

Registering for training classes is the same regardless of the class. For this example, we are going to use the Introductory to Pickleball Training class as our example.

After logging in to CMARS (from your PC/Laptop), you can register for a Training Class Event by first selecting Events (NOT RESERVATIONS) on the navigation bar and then selecting Categories. You will see a list of the categories.

From the Categories list select Introduction to Pickleball.



Events - Reservations -	PI
List	
Categories	
Calendar	
My Events	
My Waitlisted Events	

A dialog box will appear showing you the next available Introduction to Pickleball class, the number of available spots and the number of spots remaining. To the right you will see that you can either register for that class or view the date of upcoming classes. Select VIEW UPCOMING DATES to see all available classes.

Introduction to Pickleball Intro to Pickleball 2024 Events		
🛗 Sat, Jan 20th 2024, 1p - 2:30p	REGISTER	
ິ່ງ FREE	VIEW UPCOMING DATES	
16 of 16 spots remaining		

A dialog box will appear giving you the number of available classes (Dates) and the location of the courts where the classes will be held. showing you the classes that are available over the next 90 days.

Introduction to Pickleball Intro to Pickleball 2024 Events	Court(s)
⊞ Sat, Jan 20th 2024	North Point 14, North Point 15, North Point 16
(§ 1p - 2:30p	
ត្រំ FREE	
16 of 16 spots remaining	
REGISTER	
DATES (20)	
⊞ Sat, Jan 20th 2024	
() 1p-2:30p	DECICIEED
ធ្វំ FREE	REGISTER

Use the scroll bar to scroll down to see the classes that are available in the next 90 days. In this example there are 2 of them.

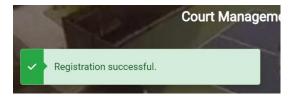
DATES (20)	
 im Sat, Jan 20th 2024 im 1p - 2:30p im FREE im 16 of 16 spots remaining 	REGISTER
 	REGISTER

REGISTER for the class you wish to attend and a disclosure dialog box will appear.

Review the information, click on the Check to Agree to above disclosure box, and select FINALIZE REGISTRATION.

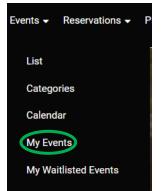
Register to Event		
Introduction to Pickleball Intro to Pickleball 2024 Events		
⊞ Sat, Jan 20th 2024		
() 1p-2:30p		
ß FREE		
16 spots remaining		
Introduction to Pickleball		
Please arrive 15 minutes early for registration. The club will provide Paddles if you do not have your own.	VIEW MORE	
Check to agree to above disclosure		
,	BACK	FINALIZE REGISTRATION

You will receive a notification that your registration was successful.



Withdraw from a Training Event Registration

If you want to edit a training Event registration that you have already made, the first step is to (after logging in to CMARS), find the Event you wish to edit. The simplest way to find your event is to select your Name on the right corner of the navigation bar and then select My Events.



The system will display a dialogue box similar to the one below that will show your upcoming Events.

Active Cancelled	Select EDIT REGISTRATION.
1 Booking Found	
Introduction to Pickleball ● EDIT REGISTRATION EDIT REGISTRATION C: Ric Hutchinson	In the next dialog box select WITHDRAW
⊞ Sat, Jan ③ 1p- 2:30 ĝ FREE	Pickleball 2024 Events 20th 2024 Court(s) North Point 15, North Point 16
In the next dialogue box enter a Withdraw Reason and select WITHDRAW again.	EGISTRATION WITHDRAW
Withdraw From Event	
Introduction to Pickleball Intro to Pickleball 2024 Events	
⊞ Sat, Jan 20th 2024	
() 1p - 2:30p	
Withdraw Reason	
Injured	
CLOSE	HDRAW

You will receive a notification that you have successfully withdrawn.

