

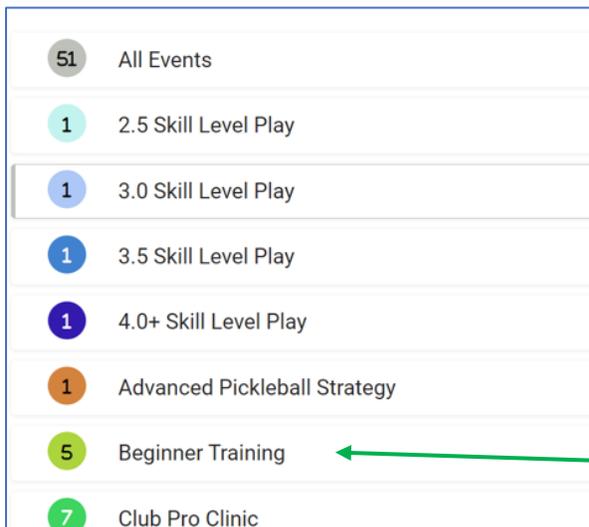
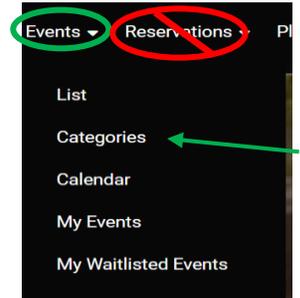
Registering for an Event Training Class.

Registering for training classes is basically the same regardless of the class. However, there is a small difference for those events that offer multiple dates and those events that only offer a single date. These examples will provide details of registering for both types of events.

Registering for a Single Date Training Class Event.

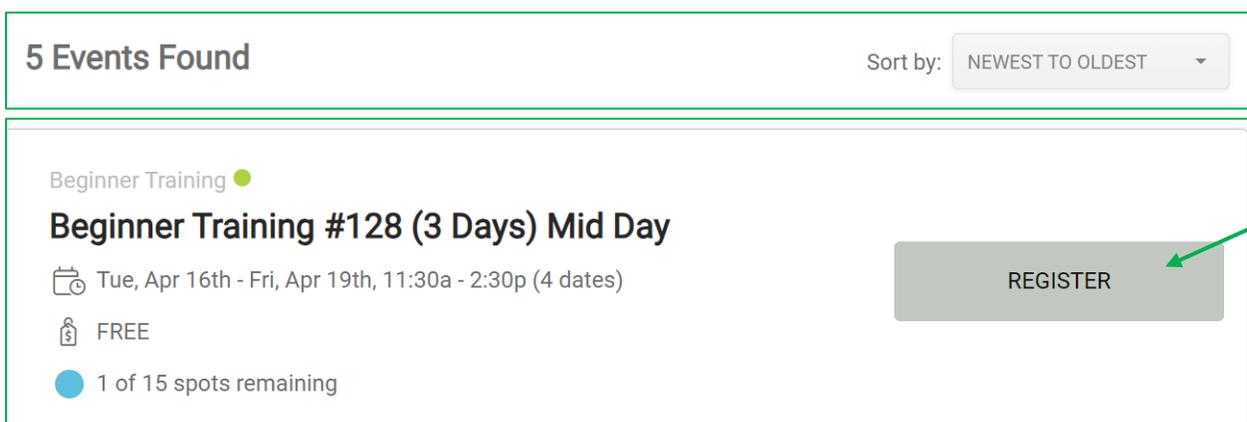
For this example, we are going to use the Beginner Training class, (single date per event).

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 Beginner Training.

A dialog box will appear showing you the number of Beginner Training classes available. Below that will be the details of each class, including, the date and time of the class, the number of available spots and the number of spots remaining. To the right you will see a registration button. Select **REGISTER**



Then select **REGISTER FOR FULL EVENT** on the next dialog box.

Beginner Training #128 (3 Days) Mid Day

📅 Apr 16th - Apr 19th (4 dates)

📅 4/16, 4/17, 4/18, 4/19

🕒 11:30 AM - 2:30 PM

💰 FREE / 4 dates

🟦 1 of 15 spots remaining

REGISTER FOR FULL EVENT

Then select **FINALIZE REGISTRATION.**

Register to Event

Beginner Training

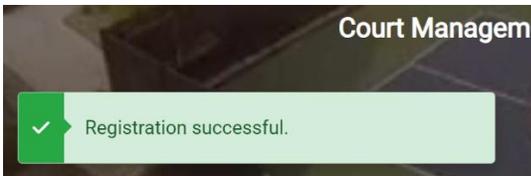
Beginner Training #128 (3 Days) Mid Day

📅 Apr 16th - Apr 19th (4 dates)

🕒 11:30a - 2:30p

BACK **FINALIZE REGISTRATION**

You will receive a notification that your registration was successful

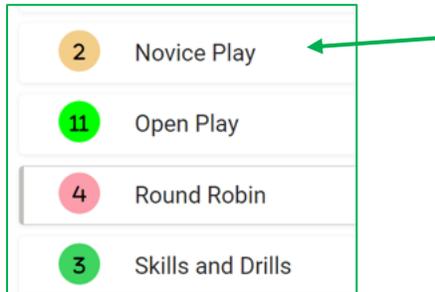
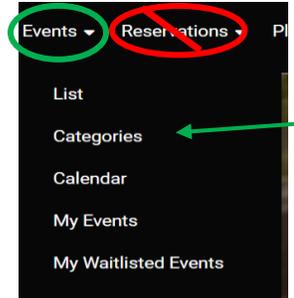


Registering for a Multiple Date Training Class Event.

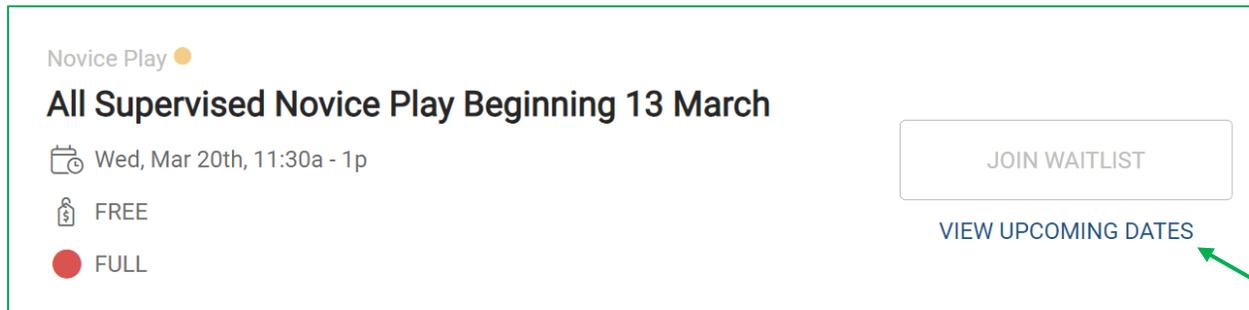
For this example, we are going to use the Novice Play class, (Multiple dates per event).

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 Novice Play.



A dialog box will appear showing you the next available Novice Play 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 (if it is not full, or join the waitlist if it is full) or view the date of upcoming classes. Select **VIEW UPCOMING DATES** to see all available classes.



A dialog box will appear giving you the number of available class dates (9).

DATES (9) ←

Fri, Mar 22nd
11:30a - 1p
FREE
Full
JOIN WAITLIST

Sat, Mar 23rd
11:30a - 1p
FREE
1 of 15 spots remaining
REGISTER

Scroll down to see which classes are available. In this example we are showing 2 of the 9. One is full but allows waitlist registration and one is open for registration.

REGISTER for the class you wish to attend and dialog box will appear. Select **FINALIZE REGISTRATION.**

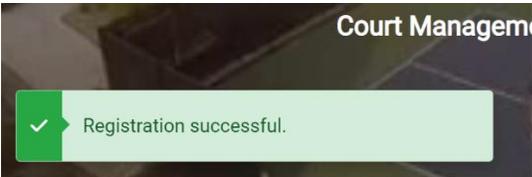
Register to Event

Novice Play
All Supervised Novice Play Beginning 13 March

Sat, Mar 23rd
11:30a - 1p
FREE
1 spots remaining

BACK FINALIZE REGISTRATION

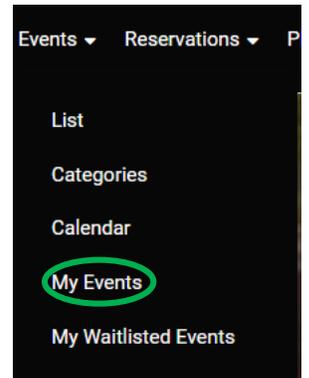
↑ You will receive a notification that your registration was successful.



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

1 Booking Found

Novice Play ●

 All Supervised Novice Play Beginning 13 March

 Sat, Apr 6th, 11:30a - 1p

 Ric Hutchinson

[EDIT REGISTRATION](#)

Select **EDIT REGISTRATION**.

In the next dialog box select **WITHDRAW**

Novice Play

All Supervised Novice Play Beginning 13 March

 Sat, Apr 6th

 11:30a - 1p

 FREE

 3 of 15 spots remaining

[EDIT REGISTRATION](#) [WITHDRAW](#)

 Court(s)
North Point 11, North Point 12, North Point 13

 Novice Play Rating Restriction
C, B, A

In the next dialogue box enter a Withdraw Reason and select **WITHDRAW** again.

Withdraw From Event

Novice Play

All Supervised Novice Play Beginning 13 March

 Sat, Apr 6th

 11:30a - 1p

Withdraw Reason

Injured

CLOSE

WITHDRAW

You will receive a notification that you have successfully withdrawn.



Successfully Withdrawn.