

CLRA Sign-up using Wild Apricot

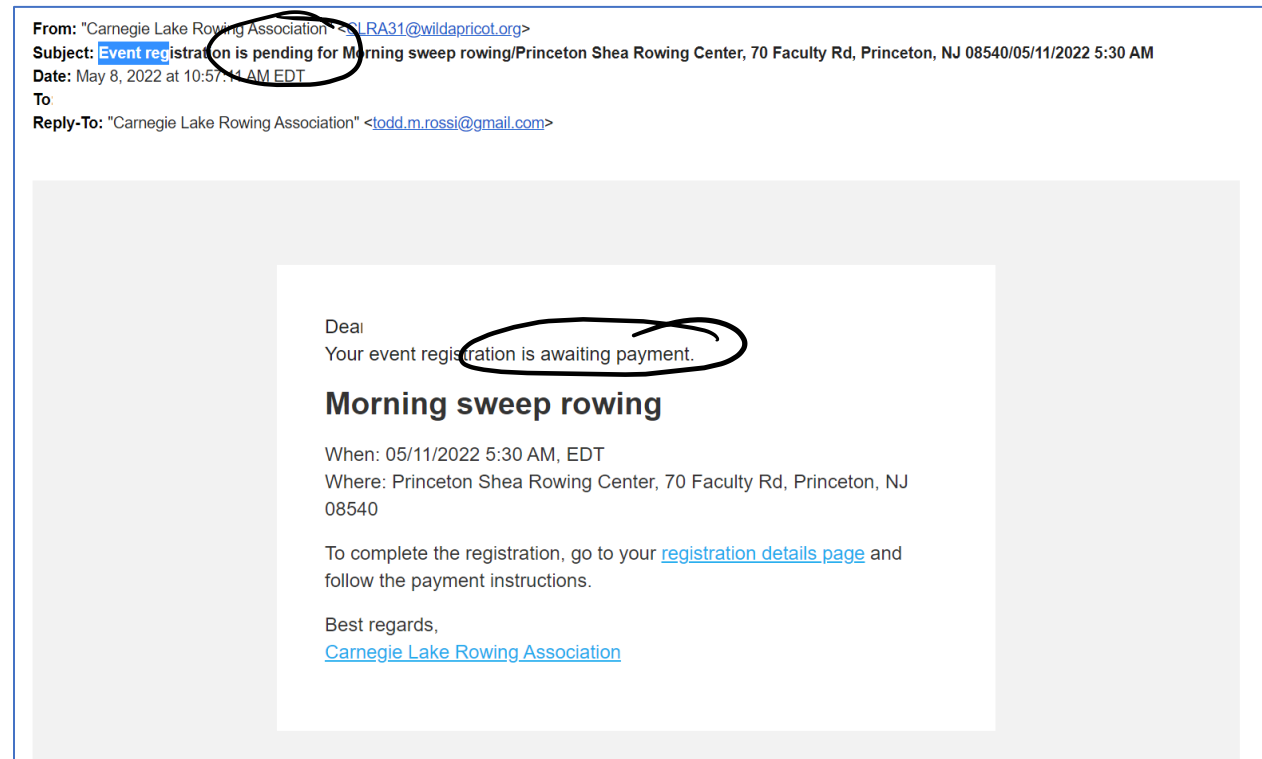
Todd Rossi
CLRA Captain
todd.m.rossi@gmail.com

Question

Is the sign up confirmation email supposed to stay pending and then only pay when we get invoiced once a month?

Answer

Yes. You will receive a confirmation indicating “pending” status and providing the options to pay. It’s ok. You’re signed up and ready to go. Only pay monthly when reminded.



The screenshot shows an email with the following details:

- From:** "Carnegie Lake Rowing Association" <CLRA31@wildapricot.org>
- Subject:** Event registration is pending for Morning sweep rowing/Princeton Shea Rowing Center, 70 Faculty Rd, Princeton, NJ 08540/05/11/2022 5:30 AM
- Date:** May 8, 2022 at 10:57:14 AM EDT
- To:** Todd Rossi
- Reply-To:** "Carnegie Lake Rowing Association" <todd.m.rossi@gmail.com>

The body of the email contains the following text:

Dear [Name],
Your event registration is awaiting payment.

Morning sweep rowing

When: 05/11/2022 5:30 AM, EDT
Where: Princeton Shea Rowing Center, 70 Faculty Rd, Princeton, NJ 08540

To complete the registration, go to your [registration details page](#) and follow the payment instructions.

Best regards,
[Carnegie Lake Rowing Association](#)

Question

Easy Sign Up made names and numbers very clear – how can we access this same information?

Answer

- Select event
- Select “X registrants” link to see who else is signed up. See Figures 1 and 2.

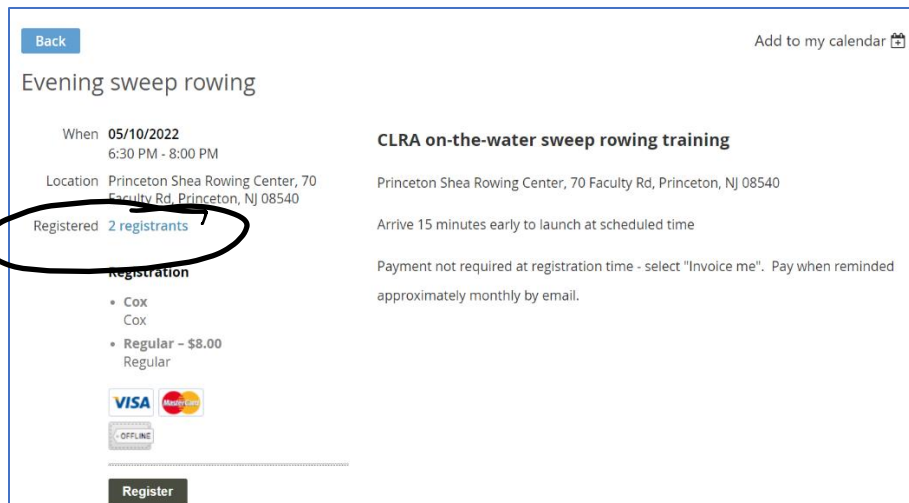


Figure 1

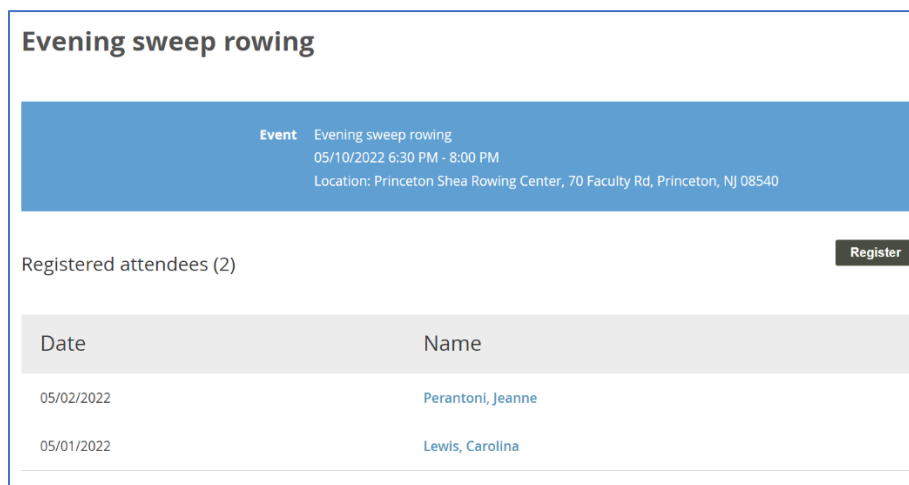


Figure 2

Question

Easy sign up made it simple to sign up way in advance, make changes in preferences for P/S/C/2x, or flexibly cancel if a conflict comes up – how is this accomplished in WA

Answer

- Like Easy Sign-up, Wild Apricot presents all events that are entered into the system. See Figure 3. If you wish it want more events further into the future, email me and I can add more.
 - <https://clra31.wildapricot.org/events?EventListViewMode=2>
- The port, starboard, etc. options are available when signing up to sweep row. See Figure 4.
- See “Cancel registration” button in Figure 5.

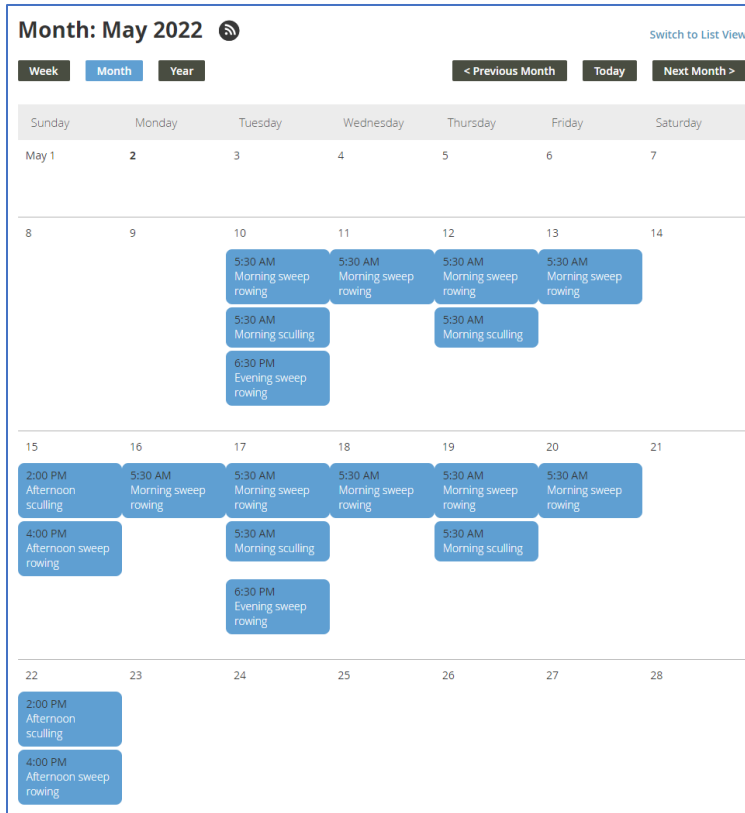


Figure 3

Morning sweep rowing [Add to my calendar](#)

Event Morning sweep rowing
05/10/2022 5:30 AM - 7:00 AM
Location: Princeton Shea Rowing Center, 70 Faculty Rd, Princeton, NJ 08540

Registration type Regular - \$8.00

Total amount \$8.00 (USD)

Enter registration information * Mandatory fields

First name

Last name

Mobile Phone

Email

Side / cox [Clear selection](#)

- Port only
- Starboard only
- Either port or starboard
- Prefer port, will row starboard
- Prefer starboard, will row port
- Cox

Figure 4

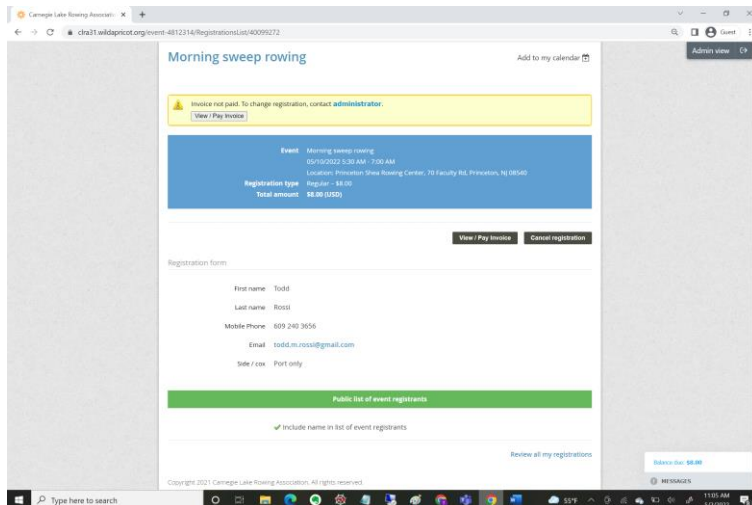


Figure 5

Question

Should one wait to register (just prior to cut-off) to avoid a charge? FYI - twice during erg season my Sunday scheduled changed and I could not attend – I did not know how to navigate to delete (and had paid in advance) so paid the fee anyway

Answer

- No need to wait to register
- If not paid and you cancel, the invoice is automatically removed
- If you pay, the invoice is cancelled and your account will carry a positive balance you can use later
- If anything doesn't work right, contact me and I'll fix it. Wild Apricot keep meticulous records on invoices, payments, voids, etc. No money is lost in the accounting. The treasurer can send refund checks when needed.

Question

Is there a mobile app?

Answer

Yes. Download "Wild Apricot for Members" and login. See screens below.

- Figure 6 – select and event
- Figure 7 – register for event
- Figure 8 – event information
- Figure 9 – select port, starboard, etc.



Figure 6

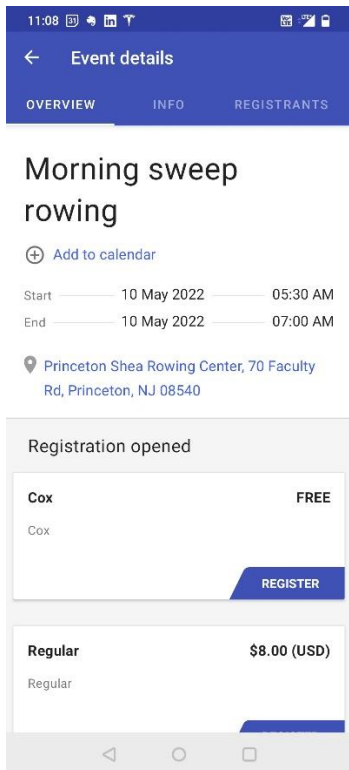


Figure 7

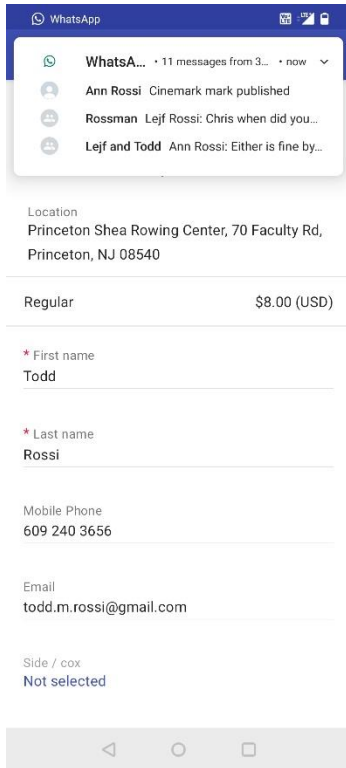


Figure 8

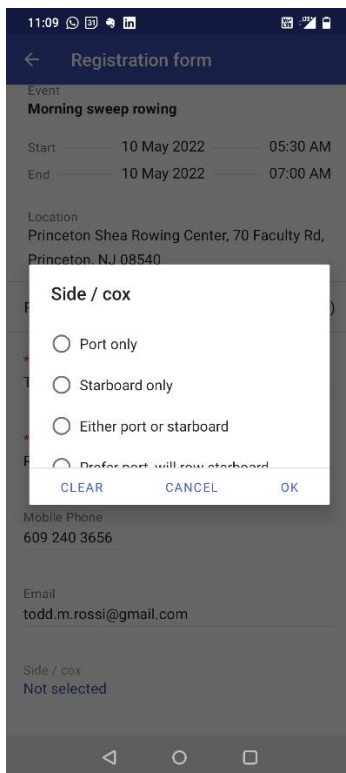


Figure 9