Using ClubRegistration.net

ClubRegistration.net is a hosted service used by many PCA regions throughout North America to handle registrations for many different types of events. UCR uses this system to handle registrations for all events *except for* UCR's Driver Education Program, and the Tire Rack Street Survival School, an event that is jointly managed by UCR and the BMW Trillium Club. Except for extreme circumstances, email registrations will no longer be accepted.

To register using the ClubReg service, follow the steps below:

1. Create a Profile

- If you don't already have an account, go to: http://clubregistration.net/. Select Registrant, enter your preferred user name and click on Create Account. Follow the prompts. Please fill out the forms completely, including your PCA Membership Number and Expiry Date, and the model, year and colour of all of the Porsches in your household. Once you have done your initial registration, subsequent registrations will be easier.
- Events that allow co-drivers or guests such as rallies, fun runs and socials will have the option to add guest and co-driver names upon registration. Separate accounts are not necessary.
- For events that require individual registrations, such as when sharing a car in an autocross, both drivers will need to create a profile and register themselves.

2. Locate & Sign Up for the Event You are Interested In Attending

- Once you are signed in, click on the "Search for Events" menu, enter UCR in the search box and you will be presented with all UCR events available for registration purposes on this site. If you use the site often, you will be presented with a list of suggested events, normally including all UCR events.
- Click on the "Register" button and you will be presented with a page containing details about the event. For events that are OPEN for registration, there is another "Register" button on the right side which you click when you are ready to register. Note that many events have a registration CLOSING deadline. Please register before these deadlines in order to allow sufficient time for the registrar and event organizers to process the final registrations and prepare for the event.
- TIP: Many of UCR's events are filled long before the date of the event, and some events are filled within HOURS of being open for registration. You are encouraged to put the event OPEN dates in your calendar to register on those dates. For events that are not yet OPEN for registration, there is an EVENT REMINDER feature that is available via the ClubReg home screen, which will automatically send you an email when the events you are interested in are OPEN for registration. Note: ClubReg's administrators are currently working on developing a process that will send out these reminders BEFORE the event opens for registration, not AFTER (which is the current protocol). For events that are expected to be waitlisted, don't rely on this reminder system.
- If the registrar for an event has allowed it, you can click "View Roster" to get a list of other registered participants.

- Click "Register" and you will be presented with a final registration screen that has questions specific to the event. Please fill out these forms completely, including any dietary restrictions that the hosts need to be aware of for you and any guests, then click the "Register" button at the bottom.
- You have now completed the "ClubReg" portion of the registration process. Your status is now "pending". If the event requires a payment and YOU DON'T COMPLETE YOUR PAYMENT via the PayPal screens as described below, and if the event fills in the meantime, you'll be put onto a waitlist. Payment must be completed in order to be confirmed for events requiring payment.

3. Pay (if required by the event)

- If the event requires payment, the Event Payment screen will appear. All UCR Event Payments are processed via PayPal, which is a different system than ClubReg. Click on "Pay Now", then complete your payment in Canadian $ via the PayPal screens that follow. You don't need to have a PayPal account to register. Payment will be taken through PayPal and is processed immediately, including for members who are waitlisted.
- The timing of your payment will be identified in the online reports that our Registrar receives from Paypal. This will become an important point for events that are oversubscribed.
- Your status will continue to be identified as "Pending" until your payment is reviewed and processed by UCR's Registrar, which involves comparing the information in ClubReg and Paypal. This step is not automated, so please be patient.
- After your payment has been processed by our Registrar, you'll receive a confirmation email from Paypal (which our Registrar initiates). If you don't receive that email in due course, you're not properly registered for the event.

4. Event & Payment Status

- You can check your status for an event anytime by signing back into ClubRegistration.net.
- After signing in, you will be greeted with a dashboard that shows each event you are registered for and your registration status for each event.

Confirmed	Your registration and payment (if needed) has been received and validated and you are confirmed for the event.
Pending	Your registration has been received, but you have not paid, or your payment has not been processed/confirmed by our Registrar.
Waitlisted	Your registration has been received but the event is currently full or your payment has not yet been received. You may be accepted in the future if you pay before the event is full, or if there are any cancellations. Members who are not immediately confirmed into an event frequently get accepted, albeit closer to the date of the actual event.
Declined	You have asked to cancel the event but the registrar has not yet confirmed.
Cancelled	Your cancellation has been accepted by the registrar and a refund has or will be processed, or your registration has been cancelled by the registrar.

- There will also be a list of suggested events that you can sign up for.

5. Waitlisted Events

- If you are waitlisted because of non-payment, at some point, the registrar will send you an email reminding you to pay. If the event fills in the meantime, your payment will be processed, but you will remain on the waitlist.
- If you are waitlisted because the event is full, you will be notified by the registrar if and when space is available in the event.
- If you are waitlisted and subsequently need to cancel your attendance at the event, you can do so through ClubRegistration.net, and your registration payment will be refunded in full if your cancellation is received before the no-refund period described below.
- If you are waitlisted and fully paid, but the registrar is unable to confirm your registration because of lack of space, your registration payment will be refunded in full after the event.

6. Cancellations & Refunds

- If you need to cancel your attendance at an event (including for events where you may be waitlisted), you can do so through ClubRegistration.net.
- From the dashboard screen, click the "Payment Screen" button associated with your event and click the "Cancel" button. This will cancel your registration.
- Cancelling here is the only way to create an official record of your cancellation request. To be fair to those on the waitlist, please cancel as soon as you know you can't make it to the event.
- UCR has a standard 2-week no cancellation/no refund policy for all events listed on ClubRegistration.net, unless otherwise specified on the ClubReg webpage for that event, such as for Socials. If payment has already been submitted, your refund will be processed accordingly.
- No cancellations are accepted after close of registrations (within 2 weeks of the date of the event, unless specified otherwise on the ClubReg site), and no refunds will be made in this period either. Exceptions may be made if your spot is able to be filled by another member from the waitlist.

7. Event Communications

- Within a few days of registering and confirming your registration status, the registrar will send you an automated response confirming your registration status.
- In the weeks leading up to the event, for driving events, you can expect to receive an email from the event chair including event logistics and timing, what to bring (including your valid PCA Membership Card), a link to the relevant waivers, and any other details you'll need to know to prepare for or attend the event.

8. At the Event

- For all driving events, before participating in the event, you must show your valid PCA Membership Card, complete and sign the event waivers, and attend the Event Briefing. These are mandatory insurance/legal requirements.