

## I Want to Attend Club Events – How do I Register?

*By Denise Remus, Suncoast PCA Vice President and DE Registrar*

As we've often heard, Suncoast PCA is "All about the people!" But you may ask . . . How do I get more involved? How do I meet other Club members? How can I learn to drive my Porsche to the limit? How can I get my car on the track? By participating in Socials, Autocross and Drivers Education events!!

Beginning in January 2018, the majority, if not all, of our Club events will require advance registration. Suncoast PCA, as well as many other PCA regions across the country, use ClubRegistration (ClubReg) to manage the event registration process. There are many advantages to using ClubRegistration. It allows members to locate information and register for events by visiting just one website [www.ClubRegistration.net](http://www.ClubRegistration.net); to securely pay fees for events, if applicable; and view rosters to see who else may be attending. For event coordinators, all details are handled electronically including event registrations, event financials, attendee lists, and similar. This article provides a brief overview of how to set up an account in ClubReg, then find and register for an event.

### Creating Your ClubReg Account

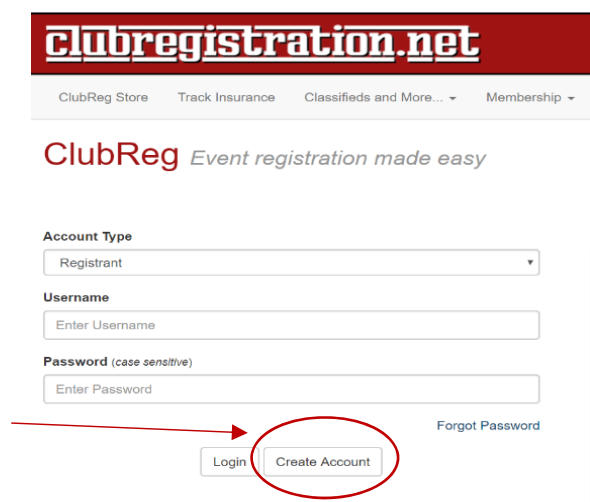
Step 1: Go to [www.ClubRegistration.net](http://www.ClubRegistration.net). The home page will ask you to either "Login" or "Create Account." Click on "Create Account."

Step 2: In "New Account" Setup, select and enter a Username, Password and your full First and Last Name. Do not use abbreviations, your full name will appear on registrations exactly as you've entered in the account setup.

Step 3: Enter your contact information in the "Profile Section", e.g., address, city, state, phone number (cell phone number preferred), date of birth and emergency contact information. Date of birth and emergency contact information is optional if you are only registering for Social events but is needed if you plan to register for any Autocross or Drivers Education (DE) events. Your name will appear on event Rosters, all the other information is available only to event organizers. When you enter your profile information, do check the box to allow text messages – this is critical for Autocross and DE as changes during these events are communicated via text. And, if you want to let others know you are attending an event, do not check the box that asks if you want to hide your name on rosters. For social attendees – you are done creating your ClubReg account! Autocross and DE registrants need to enter the information in Step 4 below.

Step 4: The "Experience (Driving) Section" and "Add Vehicle Section" information is needed for driving events. Driving experience is used by DE registrars to help with run group assignment. Vehicle information, e.g., year, make, model and color, is required for any Autocross or DE event; the other vehicle data is optional. You can add additional vehicles to your profile if applicable.

Your profile is now complete and you can search and register for events!

The image is a screenshot of the ClubRegistration.net website. At the top, there is a red header with the text "clubregistration.net" in white. Below the header, there is a navigation bar with links: "ClubReg Store", "Track Insurance", "Classifieds and More...", and "Membership". The main content area has the text "ClubReg Event registration made easy". Below this, there is a form for creating an account. The form has three main sections: "Account Type" with a dropdown menu set to "Registrant", "Username" with a text input field labeled "Enter Username", and "Password (case sensitive)" with a text input field labeled "Enter Password". At the bottom of the form, there are two buttons: "Login" and "Create Account". The "Create Account" button is circled in red, and a red arrow points to it from the left. To the right of the "Create Account" button, there is a link that says "Forgot Password".

## Find and Register for Events

On the ClubReg home page you will find the option to “Search for Events” then “Find Event”. The easiest way to find Suncoast PCA events is to search by “Event Host” and select Suncoast Florida Region PCA. This will generate a list of the Suncoast PCA events available for registration (see example in screen shot). If you are interested in only searching for specific events, look under “Event Type” and select your event such as Driver’s Ed. This will generate a list of all the DE events offered by any organization using ClubReg.

Click “Details/Register” to find additional information on the event. If it is available for registration, you can enter in all the necessary information, pay any applicable fees, and submit for registrar confirmation. If the event is not yet open for registration, you can select the button that says “Set Reminder” and you will receive an automated message from the ClubReg system when registration opens.

The screenshot shows the ClubRegistration.net website. The top navigation bar includes links for ClubReg Store, Track Insurance, Classifieds and More..., Membership, Contact Us, My Account, and Search for Events. The Search for Events dropdown menu is open, showing options: Find Event, View All Rosters, and Search Products. Below this, the Search for Events section has three tabs: By Keyword, By Event Type, and By Event Host. The By Event Host tab is selected, and the dropdown menu shows Suncoast Florida Region PCA selected. Below the search results, there is a table titled "Event Information (5 found)".

Host	Event Name	Dates	Event Type	Location	Registrar	Details/Register...	View Roster
Suncoast Florida Region PCA	PCA Brooksville January Autocross	01/14/18-01/14/18	Autocross	Brooksville Airport	Registrar:tlewis03@tampabay.rr.com	Details/Register...	View Roster
Suncoast Florida Region PCA	Date Your Porsche Night - Floridan Hotel, January 17, 2018	01/17/18-01/17/18	Social	Floridan Palace Hotel	Registrar:SuncoastPCASocial@gmail.com	Details/Register...	View Roster
Suncoast Florida Region PCA	Suncoast PCA DE at Sebring: Feb. 24-25	02/24/18-02/25/18	Driver's Ed	Sebring International Raceway	Registrar:suncoastdeRegistrar@gmail.com	Details/Register...	View Roster

## Need Additional Assistance?

If you have questions about any Suncoast PCA Event or the ClubRegistration system, feel free to reach out to the contacts below. Hope to see you soon!

Autocross Events: Bill Sumansky, Competition Chair, [tlewis03@tampabay.rr.com](mailto:tlewis03@tampabay.rr.com)

Driver’s Education Events: Denise Remus, DE Registrar, [Registrar@SuncoastPCA.org](mailto:Registrar@SuncoastPCA.org)

Social Events: Social Chair, [SuncoastPCASocial@gmail.com](mailto:SuncoastPCASocial@gmail.com)

ClubRegistration: Questions about your ClubReg account can be addressed to the administrators at ClubRegistration, [events@clubregistration.net](mailto:events@clubregistration.net).