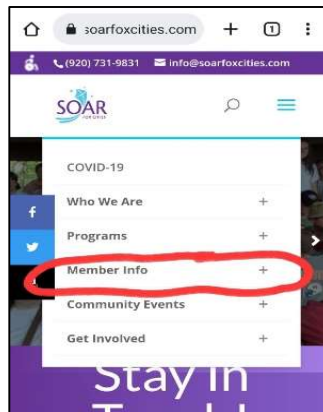# How to Sign-Up for SOAR Activities Online with an iPhone/Android
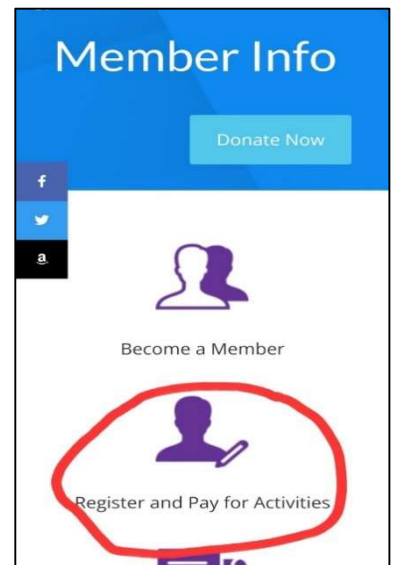
1). Go to www.soarfoxcities.com

2). Click on the 3 horizontal blue lines near the top right corner. This will bring you to a drop down menu list. On this list click on "Member Info."

3). From the Member Info. Page click on "Register and Pay for Activities" underneath a purple silhouette of a person's face and shoulders.

4). Once you are on the "Register and Pay for Activities" page scroll down until you see a large blue box titled "Program Registration Form." This will ask you to fill in a "cancellation contact," "participant's full name," "name of the individual registering for the participant," and "phone number of individual registering. If there is a red colored asterisk/star next to an empty box or section of the Program Registration Form that means that specific section is required to be filled in to register for programs.

5). The next section of the blue box/Program Registration Form will bring you to a list of activities/programs that are available, meaning there is still time to register for them or that the class capacity limit has not been reached. These are in order by date. To the left of each date/activity there will be a small white box. Check each box next to each activity that you would like to sign up for. Most activities will have 2-3 sign up options with 2-3 different prices which may include the member price, non-member price, and caregiver price. Not all activities have a caregiver fee and if you do not see one you can assume the caregiver fee is $0.00. Not all activities have a price. If an activity says that the cost is "FREE" you can assume it is, in free, BUT sign-up is still required for some events even if it does not require payment so we know how many participants will be attending.

6). As you continue to scroll down you will see a spot that asks you to enter an e-mail where a zoom link can be sent if you are signing up for a virtual event. If you are not sure if the activities you are signing up for a virtual or in-person look at the list of activities again and it will say, the end of the description, either "virtual" or "in-person."

Select all activities the participant would like to sign up for. (Member prices are shown & calculated)

- 4/21 - 6:30pm-8:00pm - TnT - MEMBER/NON-MEMBER FEE - FREE - In Person
- 4/23 - 1:00pm-3:00pm - Family Flick and Float - $10 per person - In Person
- 4/26 - 4:45pm-6:00pm - TnT Cookie Decorating - $25 per person - In Person
- 4/27 - 6:00pm-7:30pm - Memory Café for Aging/IDD - FREE - In Person
- 4/28 - 5:30pm-7:00pm - Evening Craft - MEMBER FEE - $15 - In Person
- 4/28 - 5:30pm-7:00pm - Evening Craft - NON-MEMBER FEE - $30 - In Person
- 5/3 - 10:00am-11:30am - Art -

soarfoxcities.com

- 5/6 - 6:30pm-8:30pm - SRR Dance - CAREGIVER FEE - FREE - In Person (caregivers still need a dance ticket to attend even though the cost is free)
- 5/10 - 5:30pm-8:00pm - Dinner and Bingo - MEMBER FEE - $25 - In Person
- 5/10 - 5:30pm-8:00pm - Dinner and Bingo - NON-MEMBER FEE - $50 - In Person
- 5/10 - 5:30pm-8:00pm - Dinner and Bingo - CAREGIVER FEE - $15 - In Person
- 5/10 - 6:00pm-7:00pm - People First - MEMBER FEE - FREE - In Person
- 5/13 - 4:00pm-11:00pm - Green Bay Blizzard Game-Super Hero - MEMBER FEE - $90 - In Person
- 5/13 - 4:00pm-11:00pm - Green Bay Blizzard Game-Super Hero - NON-MEMBER FEE - $180 - In Person
- 5/13 - 4:00pm-11:00pm - Green Bay Blizzard Game-Super Hero - CAREGIVER FEE - $60 - In Person
- 5/16 - 6:00pm -8:00pm - SOAR Together - FOR

In Person
- 5/24 - 5:30pm-7:00pm - Craft - MEMBER FEE - $15 - In Person
- 5/24 - 5:30pm-7:00pm - Craft NON-MEMBER FEE - $30 - In Person
- 5/25 - 6:00pm-7:30pm - Memory Cafe for IDD - MEMBER/NON-MEMBER - FREE - In Person
- 5/31 - 5:30pm-7:00pm - Games - MEMBER FEE - $10 - In Person
- 5/31 - 5:30pm-7:00pm - Games - NON-MEMBER FEE - $20 - In Person
- Other

E-mail for us to send the Zoom Meeting Link to *

ex: myname@example.com

example@example.com

Check out the monthly newsletter for program details here!

Virtual Programs:

7). Below this there will be another list of activities that are already filled to program capacity with participants. If you do not see the activity you are looking to sign up-for on the first list, it is probably full and has been moved to this list. You may click select activities from the list titled "These programs have reached their max capacity" to let us know that you would like to be on the waitlist. Being on the waitlist means that if a participant cancels last-minute we will call the first person on the waitlist and continue to move down the list until we find someone to replace the individual who cancelled. If you do not hear from us then assume that nobody has cancelled and you are not able to attend the class that is full. We will only call you if a spot opens up.

These activities have reached their max capacity. Do not pay unless we contact you about openings, but add me to the wait list in case someone cancels:

- ☐ 4/21 - 10:00am-12:00pm - Baking Cookie of the Month - MEMBER FEE - $20 - In Person
- ☐ 4/21 - 10:00am-12:00pm - Baking Cookie of the Month - NON-MEMBER FEE - $40 - In Person
- ☐ 4/26 - 10:00am-12:00pm - Make and Take - MEMBER FEE - $20 - In Person
- ☐ 4/26 - 10:00am-12:00pm - Make and Take - NON-MEMBER FEE - $40 - In Person
- ☐ 4/12 - 5:30pm-8:30pm - Dinner and Bingo - MEMBER FEE - $25 - In Person
- ☐ 4/12 - 5:30pm-8:30pm - Dinner and Bingo - NON-MEMBER FEE - $50 - In Person
- ☐ 4/12 - 5:30pm-8:30pm - Dinner and Bingo - CAREGIVER FEE - $15 - In Person
- ☐ 4/26 - 5:00pm-9:00pm - Dinner and Movie - MEMBER FEE - $35 - In Person
- ☐ 4/26 - 5:00pm-9:00pm - Dinner

8). After you have finished selecting the activities you would like to attend the payment total will auto-fill titled "total participant program fees." Underneath this, you will see a section that states, " I will be sending payment via mail, dropping payment off at the SOAR office, or a third-party will be paying for my activities. If "No", you will need to pay with a debit or credit card after clicking "submit." Select "yes" or "no" from the drop down bar. After this, there will be a "questions or comments" section. This is a great place to tell us anything extra we might need to know in regards to registration or payment such as "IRIS will be paying for this month's activities." Etc.

Total Participant Program Fees

$0.00

This Number will auto-fill from selections made above.

I will be sending payment via mail, dropping payment off at the SOAR office, or a third-party will be paying for my activities. If No, you will need to pay with a Debit or Credit Card after clicking Submit. *

Comments or Questions

9). Continue to scroll down and check the box that says "I have signed and agree to the terms of the Participant Handbook." This states that you agree to abide by the policies and procedures of SOAR Fox Cities while attending programs. You can click on "Participant Handbook" to refresh your memory if need be.

10). Lastly, click the SUBMIT button. If you are paying online with a debit card then it will lead you to a page where you can enter card information. If not, then you are done!

☐ I have signed and agree to the terms of the Participant Handbook.
*

Submit

Contact Leah Q. for questions about payments & registration for activities.

920-731-9831 x100

accounting@soarfoxcities.c

Cancellation Policy

- If you are unable to attend an activity, you must cancel at least 5 days in advance to be eligible for a credit. If a participant cancels less than 5 days before the activity or

11). After your program registration form is filled out SOAR automatically gets an e-mail that notifies us who has signed up for activities, what the total cost is, whether or not you have paid online, and what activities you have signed up for. Please note: Underneath the "submit" button is a refresher of SOAR's cancellation policy that we suggest you review as frequently as you need to.

Cancellation Policy

- If you are unable to attend an activity, you must cancel at least 5 days in advance to be eligible for a credit. If a participant cancels less than 5 days before the activity or is a no-show, there with be no credit given, no exceptions.
- If the activity requires tickets and you cancel more than 5 days in advance, you are STILL fully responsible for the cost of the activity. Possible exception: If we are able to fill the spot that was cancelled more than 5 days in advance, there is a possibility of receiving a credit to your account.
- If cancelling (or no-show) for a part of a series, no credit will be given.
- If eligible, only credits will be