

## HCBC Event System Registration How To

1. Login to your HCBC Account
2. Click the Events Tab at the top of the page
3. Select event and click Register

<b>Starts</b>	<b>Ends</b>	<b>March Equine Education Madness - March 7</b> Online <a href="#">More Info</a>	<a href="#">Registration Closes: Mar 06</a>
MAR 07	MAR 07		<b>Register</b>
MON	MON		

4. Select Registration

[Select Event](#) [Select Tickets](#) [Select Addons](#)

[Back to Events](#) [Next to Review Order](#)

ONE DAY		
ONE DAY TICKETS		
<b>March Madness Member Registration</b>	<b>Date</b> MAR 07 MON <a href="#">Start Time</a> 19:00:00 <a href="#">End Time</a> 20:00:00	<b>Register Now</b> Price:\$0.00
<b>March Madness Non Member Registration</b>	<b>Date</b> MAR 07 MON <a href="#">Start Time</a> 19:00:00 <a href="#">End Time</a> 20:00:00	<b>Register Now</b> Price:\$35.00

5. Use drop down to select who from your household you would like to register and add to cart:

[Select Event](#) [Select Tickets](#) [Select Addons](#)

[Back to Tickets](#) [Next to Review Order](#)

Welcome to your Event Registration shopping cart, use the panels below to add items to your cart for friends and household members.

**YOUR CART**

You have no items in your cart  
(select from the Add Product column below)

**FAMILY MEMBERS**

HCBC #	Name	Email	Add Product
[REDACTED]	Michelle [REDACTED]	[REDACTED]	March Madness Member F <a href="#">+ Add To Cart</a>

6. The item should now be in your cart, and you can click next to review order:

Event Registration

✔ March Madness Member Registration was added to your cart. ✕

Set Role ▾

March 7 - 7pm

Zoom links will be emailed March 7th 5pm

Topic: I have 4 horses and a two-horse trailer!... preparing for fires, floods, and other emergencies.

Select Event       Select Tickets       Select Addons

[← Back to Events](#)

[Next to Review Order >](#)

Welcome to your Event Registration shopping cart, use the panels below to add items to your cart for friends and household members.

YOUR CART			
<a href="#">Remove</a>	<a href="#">Item</a>	<a href="#">Attendee</a>	<a href="#">Price</a>
<input checked="" type="checkbox"/>	March Madness Member Registration	Michelle Adams	\$0.00

7. Next, review your cart and click checkout

Review Order       Payment Details       Order Complete

[← Back to Tickets](#)

[Checkout >](#)

Welcome to your Event Registration shopping cart, use the panels below to add items to your cart for friends and household members.

YOUR CART			
<a href="#">Remove</a>	<a href="#">Item</a>	<a href="#">Attendee</a>	<a href="#">Price</a>
<input checked="" type="checkbox"/>	March Madness Member Registration	Michelle <span style="background-color: black; color: black;">XXXXXXXXXX</span>	\$0.00
			<b>Sub Total</b> \$0.00
			Taxes \$0.00
			<b>Total</b> \$0.00

8. When you have completed your registration, the page will look like the image below and you are all set to enjoy your event!

Event Registration

✔ Success! Thank you for your order. Your confirmation number is: free-47030-2022-02-25-10:23:41. ✕

Review Order       Payment Details       Order Complete

[View Receipt](#)

An email has been sent regarding the **March Equine Education Madness - March 7**. Thank you and enjoy the event!