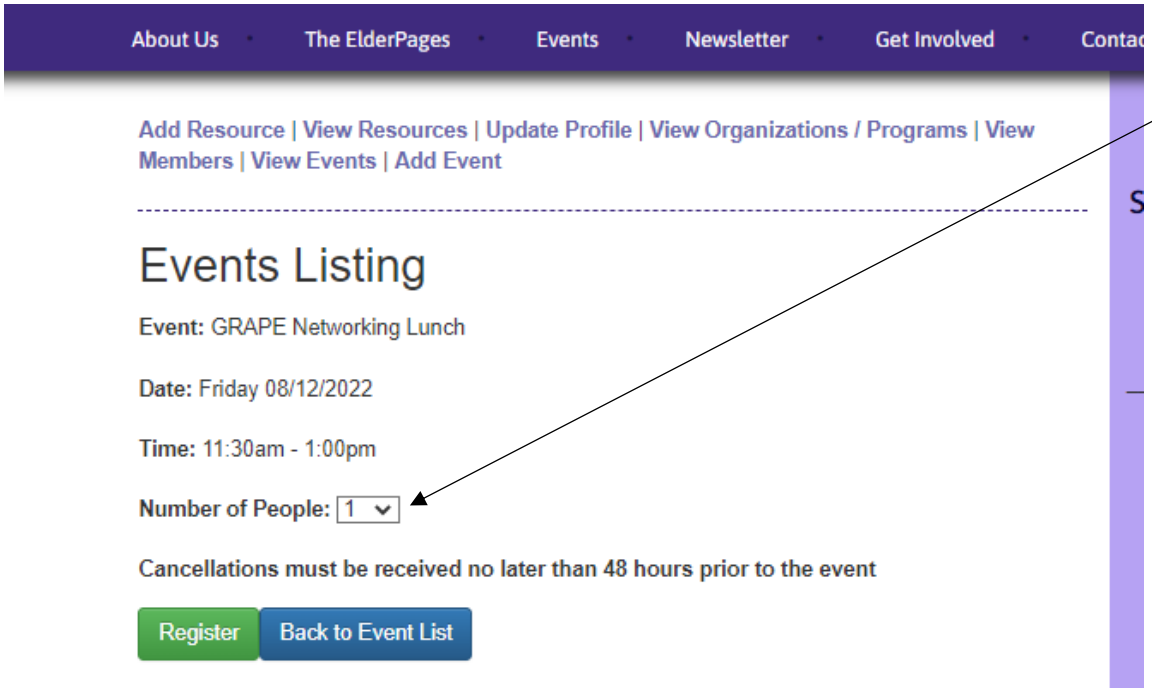
Instructions for registering for events on the GRAPE website– page 1/2

Once on the GRAPE website - www.grapelder.org, click on the purple **Member Login button**. As a reminder, your username is your email and the password is one that you created. If you forgot your password, you can contact the GRAPE office for assistance.

Once you have logged in as a member, you will see your personal member screen, which offers several options, including event registration. You will see the headings with purple lettering click on View Events and this will take you to all events posted by GRAPE, as well as any events posted by your fellow members.

Next, you will see the Events Listing in date order. Scroll down until you find the event you are looking for. If registration is required for an event click on register for this event. Note that not all events require registration.

Instructions for registering for events on the GRAPE website – page 2/2



The registration page allows you to register for the number of people, and some events will ask for names as well. Once you have registered, you will see a pop up stating, "**You have successfully registered. "**

Important Notes:

- Some events have limited space and you will not be able to register if the event is full, or the due date has passed. If this is a GRAPE event, you can contact the GRAPE office to check availability and/or be placed on a waiting list.
- If the event has a fee, you can pay by credit card online or we can send an invoice, just follow those prompts. (GRAPE events only)
- You must be an active, paid GRAPE member to register for events.
- As a member benefit, you can also post your own events by clicking on Add Event. You are responsible for tracking registrations and any other event details.

Contact the GRAPE office anytime you need assistance! (585) 256-4351 or info@grapelder.org.