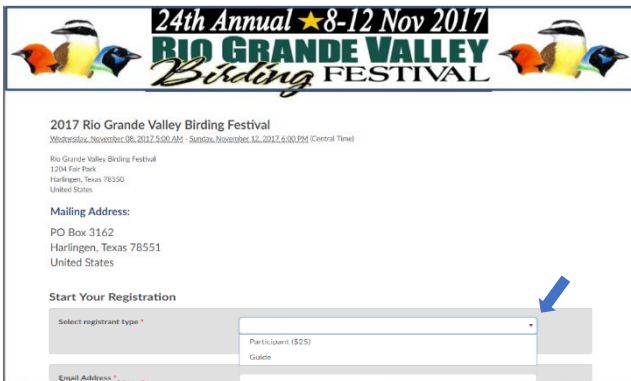


Rio Grande Valley Birding Festival -Registration Instructions



1. Go to www.RGVBF.ORG
2. Click the [Register Now Button](#) on the Front page of the web



3. This opens the registration page. If you cannot see the first field, scroll down.

Email Address *

Verify Email Address *

[View or Change Your Existing Registration](#)
You can also register a group. [Learn More](#)

[Continue](#)

[Event Home](#) | [Event Contact Information](#)

4. Press the down arrow to choose the registration type, Participant (\$25)
5. Type in your email address in the next field and again to verify it is typed correctly.

2017 Rio Grande Valley Birding Festival [\(View Details\)](#)

[Profile](#) [Activities Available 8/1](#) [Checkout](#) [Confirmation](#)

Profile

First Name *

Last Name *

Name as it would appear on the badge *

Country *

Address Line 1 *

Address Line 2

City *

US State/Canadian Province *

State/Province/Region (Non US/Canada) *

Zip (Postal Code) *

6. Press the [Continue Button](#)
7. The profile screen will open and your email address will appear in the first 2 fields.
8. Complete all the required fields (marked with *)

Rio Grande Valley Birding Festival -Registration Instructions

Zip (Postal Code) * 74103

Home or Cell Phone (XXX) XXX-XXXX * 852-471-1593

Cell Phone During Festival (XXX) XXX-XXXX * 852-471-1593

Emergency Contact Name * Bob White (brother)

Emergency Contact Phone * 852-471-1500

Other Info

eBird User * [dropdown arrow]

Age Group * Yes (selected), No

9. Continue to Fill in fields including those in the *Other Info* area.

10. Where there is a down arrow, you must choose from the dropdown list. If you choose Yes, as you reply, another field will appear. If you choose No, it will not.

Other Info

eBird User * Yes

eBird Email * participant1@event.com

Age Group * 36 - 50

Lunch Options * Non-vegetarian

Preferred Contact During Festival * Text - Only if Cell Provided

Travel Method * Airline

Member of a Local Bird Club? * Yes

Name of the Club * Tulsa Audubon

Continue

11. Complete the remainder of the fields. Press the **Continue Button**

2017 Rio Grande Valley Birding Festival (View Details)

Profile Activities Available 8/1 Checkout Confirmation

You are changing person 1 in your group. (View 4 Group Members)

Activities Available 8/1

[Wednesday, November 08](#)

[Thursday, November 09](#)

[Friday, November 10](#)

[Saturday, November 11](#)

[Sunday, November 12](#)

Add Another Person OR Continue

Event Home | Event Contact Information

12. NOTE: You are in the Activities Tab. You will return to this area when registration opens on Aug. 1, 12 noon CDT. Field trips will be viewable and selectable at that time. You have created a profile for one person. **If you are attending alone OR will be traveling with a group but going on different field trips, click the Continue Button** and proceed to Checkout.

For groups with identical itineraries instructions are available under the download tab at rgvbf.org

2017 Rio Grande Valley Birding Festival (View Details)

Profile Activities Available 8/1 Checkout Confirmation

Details

Registrant	Email	Registrant Type	Actions
William Snider Jr.	bill.snider@sbcglobal.net	Participant	Make Changes

Add Another Person

Fees

Fee	Quantity	Unit Price	Amount
Participant Event Fee	1	\$25.00	\$25.00
Subtotal:			\$25.00
Total:			\$25.00

Create an Account

For your security, enter a password to verify your identity. [Learn More](#)

Create Password* [input field]

Show Password

13. You are now in the Checkout Tab. Here you can review or make changes to your profile and see your charges.

14. To create an account, you must enter a password. Your email address and password create a unique account. Your password must be at least 8 characters long and contain 1 character from 3 of the following four sets: upper-case, lower-case, numeric & special characters. **Be sure to save this password.** You will need it to access your account when it is time to choose activities.

Rio Grande Valley Birding Festival -Registration Instructions

15. Scroll down. Read the Terms and Conditions and if you agree, check the **“You Agree to the Terms and Conditions”** box.

Fee	Quantity	Unit Price	Amount
Participant Event Fee	4	\$25.00	\$100.00
		Subtotal	\$100.00
		Total	\$100.00

Terms and Conditions

Terms and Conditions
 Telephone and online registration will close at 5pm CT on Wednesday, October 18th, 2017. During the Festival, walk-ins can register for any trips that might have space available. Tickets for workshops and keynote speakers can be purchased during the Festival.

Your **Registration Packet** containing your itinerary and relevant information is available for pick-up beginning Tuesday, November 7th between 12noon and 5pm at the Harlingen Municipal Auditorium (Festival site), 1204 Fair Park Blvd., Harlingen, TX. After Tuesday, the registration desk will be open prior to early morning trips, and is staffed all day.

In the unfortunate event of a **Cancellation or Refund request**, we ask that the notification be in writing to registration@rgvbf.org. Refunds will be granted (less the \$25 registration fee) if received by the dates noted. Notify by 5pm October 4th, 2017 for a full refund of field trip fees. Receive a 50% refund of field trip fees when requested by 5pm October 11th, 2017. Any cancellations beyond this date cannot be refunded. **Changes to itinerary** will be assessed a \$10.00 administrative fee per change after the official closing of registration on October 18th, 2017.

The Rio Grande Valley Birding Festival will not share or sell any personal information collected with registration.
 The organizers of the Rio Grande Valley Birding Festival reserve the right to cancel or modify any Festival activity for safety concerns. If a cancellation is necessary, a full refund will be offered.

I agree to abide by the ABA Code of Ethics on all field trips.

The organizers of the Rio Grande Valley Birding Festival reserve the right to cancel or modify any Festival activity for safety concerns. If a cancellation is necessary, a full refund will be offered.

I agree to abide by the ABA Code of Ethics on all field trips.

Waiver

Yes, I waive the Rio Grande Valley Birding Festival and its organizers from liability of risks and dangers inherent with participating in the activities of the Festival.

Yes, I understand that photographers may be on site and the RGVBFB reserves the right to utilize images/video for promotional purposes of the Festival.

Contact Information
 Rio Grande Valley Birding Festival
 PO Box 3162
 Harlingen, TX 79561
 (361) 423-5565
 registration@rgvbf.org

You agree to the terms and conditions

Payment Method

16. Continue scrolling to the Payment Method. We take Visa, Mastercard, Discover and American Express. Choose your card type and complete the credit card information.
17. Be sure to enter your billing phone number.
18. You will be charged the \$25 non-refundable Registration fee. This will not be charged again when you choose your field trips.
19. Scroll and press the **Finish Button**.
20. Your Profile build is now complete. Return to the webpage and start picking your field trips so you will be ready on Aug 1, when we open registration at 12 noon CDT.

Secure credit card payment

RegOnline® by Cvent

Credit Card Type: Visa

Credit Card Number: [input field]

Credit Card Security Code: [input field]

Expiration Date: [Month] [Year]

Cardholder Name: Husband Participant

Country: United States

Office Phone: (361) 423-5565
 Phone During Event: (209) 227-4823

[Email Us](#)

Your registration is complete.
 A confirmation email has been sent to your group members.

Thank you for registering!
 Be a part of the 'Festival Family' - and join us on [Facebook](#) too.
 See you in November!

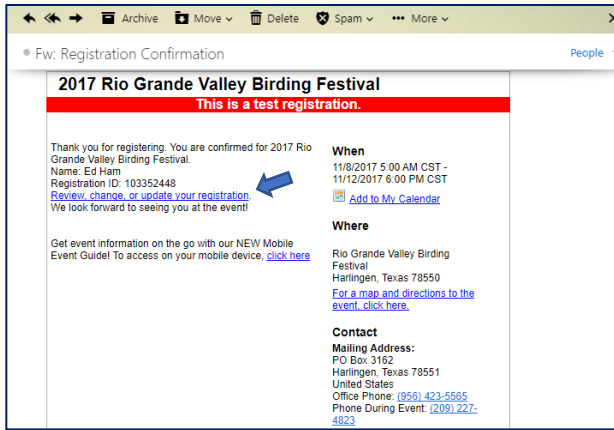
[Return to RGVBFB Website](#) ←

Actions

- [Mobile Event Guide](#)
- [Manage Your Registration](#) ←
- [Print Your Registration](#)
- [Provide Feedback](#)

Documents

Rio Grande Valley Birding Festival -Registration Instructions



21. You will get an email confirmation that looks like the screen print on the left. To return to your profile, Click on **Review, change or update your registration**. Enter the email address used for the account and type in the password. This will return you to the registration program for Rio Grande Valley Birding Festival. This is where you will add field trips after Aug. 1, 12 noon CDT. **Practice getting back in. Having to reset your password when everyone else is choosing the field trips you want, is not what you want to happen.**