

## **EARLY REGISTRATION**

This coming Monday we will begin early registration for the 70<sup>th</sup> annual Spring Wildflower Pilgrimage. We will have several people working lots of hours in the day to help you (but we also need to sleep at night!). The first few days are usually pretty busy. If you run into trouble or have questions, please just send an email and we will get back to you within a few hours. We will answer emails in the order we get them.

## **PROGRAM AND BROCHURE**

Since the first posting of our Program (220 events over four days!) we found a few, three to five, small errors. As such, it would be good for you to double check your proposed itinerary days before the registration process just to make sure you haven't propagated a mistake. The most up-to-date program is currently available on our website. We will not print a brochure to hand out on site or send through the mail, but we will create a nice, printable brochure and post it to our site in the coming weeks.

## **EFFICIENCY TIPS**

Before you begin the registration process, look over the program and plan out each day for each person you will register. It would be good to have alternate choices for each person. We suggest you make notes, like, e.g., Joey will attend events Wed AM (#8 or 12), Wed PM (#18 or 16), Wed evening (#24 or none), Thurs AD (#31)...; Shannon will attend events Wed AM (#8 or 9; if 9, then Joey drop Shannon off at Van shuttle at Sugarlands prior to heading to trailhead of #8), Wed PM (#18 or none), Thurs AM (#26, 28, 29)...).

The registration process is for one person at a time, even when registering multiple people. That is, you will go through the process for Joey by selecting events 8, 18, 24, etc., then repeat the process for Shannon selecting 8, 18, 24, etc. At the end of selecting all events for all people in your party, you will then pay your bill. Your selections are not "locked in" or saved until your bill is paid at the end. So, the more people you are registering, the greater the time between choosing events for the first person and securing all of the events with payment at the end.

Get into the system! After you are in the system, you will be able to change your itinerary or our staff will be able to assist you in moving things around (obviously, within limits). This is more fully described below. So, especially during the very busy first few days of registration, it is more important for you to get into the system than to try to assemble the perfect itinerary on the first attempt.

## **REGISTERING MULTIPLE PEOPLE**

You may register each person in a party separately or one person may register each person in the group with a combined payment. Especially during the first few days of registration, we strongly recommend the former. During the first hours of registration, events may fill before you complete the registration process. This is especially true if you are trying to register several people, like a group of three or more because you are spending a lot of time

in the process before solidifying spots with payment at the end. That said, we recommend each person in your party coordinate events ahead of time and then register separately (e.g., Joey and Shannon each register separately at 10 AM Eastern, choose events 8, 18, 24, etc. and pay independently). This will reduce the amount of time it takes you to select the events and complete the registration process. If you do it this way and not all members of your party were able to select the same hike they wanted to attend together, then you have a few options. (1) Check back in on the program from time to time to watch for spots that may open up in the hikes that were full when you first tried to register (all of you may change your itinerary at any time, see below, so as other pilgrims change their itinerary spots may open up). (2) Send us an email to explain the situation and we will work with you to assist you in getting everyone back together (there are limits, but we will really work with you to try).

**EACH PERSON, INCLUDING KIDS, NEEDS A UNIQUE EMAIL ADDRESS.** Each person who registers for our event will need a unique email address, so be sure you have these prior to beginning the registration process for your party. If you are registering children and you do not feel comfortable registering their email address, then you may make one up for the purpose of this registration (e.g., abc123@gmail). As the primary, adult registrant, you should not do this because then you will not receive your confirmation email.

### **MAKING CHANGES TO YOUR ITINERARY**

You will be able to make changes to your itinerary at any time prior to arrival. Confirmation numbers provided will allow you to log back in and to make changes to your registration. Thus, it is possible for an event that filled on the first day to open back up as someone else makes a change. If it is something that you and your friend really want to attend together, but there is only one spot available when you go to register, then take that spot and keep checking back to see if another has opened. If your updated schedule differs from your badge, please be prepared to provide current confirmation at the trailhead.

### **REGISTRATION PROCESS**

Early registration will open February 24<sup>th</sup> and normal registration opens on Monday on March 2<sup>nd</sup>, both opening at 10 AM Eastern. The registration button link on our [webpage](#) will go live on February 24<sup>th</sup> at 10 AM Eastern. You will click the link to begin the process.

After clicking the link, you will be redirected to our registration platform where you'll recognize our Pilgrimage in the Park logo. You will begin by adding your personal information, like your name, UNIQUE email address, and your registration type (i.e., adult, student, child, single day, multiple days, etc.), phone number, address, and emergency contact. If registering multiple people, it would be good to have this information for each person in your party before you begin the process. There will be some additional

registration questions such as alternate mailing addresses (for badges) and whether you require specific aids or services (visual, audio, etc.) and a few survey questions.

The next page will pull up the session registration for the programs OF THE FIRST PERSON YOU WILL REGISTER. They are in order according to time and name of the event. There will be a drop down menu under each time slot where you will choose events. For example, under Wednesday AM, on the drop down menu the hikes will look like: 7:00 AM - 11:30 AM Photography of Birds at Cades Cove (14). The time of the program is listed first, then the title, with the program number following in parentheses.

If a hike is already full at your time of registration, it will not appear on the drop down menu. If during the time you are filling out your registration a hike that you've chosen fills up, after you confirm your hikes an error message will pop up. From there, it'll take you back to your session registration page to pick out a new hike during that time frame. This is why it's a good idea to have back-up hikes planned!

Once you finish registering the first person and click "Next" the window will refresh to show the itinerary of the first person you registered. Now, you may click the "Add Person" button at the top of this page and repeat the process to build the itinerary of the second person. Or, you may click "Finished Adding People" and move on to the payment page. If you are adding a second person, you may use the same address and phone number as the first person, but this system requires a unique email address for every participant, even if a child. If you have multiple people in your party, their names will each appear on the left side of your registration summary page. To view/edit your information and agenda, click on the name of the person you'd like to view and go from there. You may use an alternative email address for yourself, or make up valid-looking email address for your child. Upon completion of registration, you will be taken to the payment page. Discount codes are for large school groups only.

## **ORDERS and PAYMENT SUBMISSION**

After completing session registration and ensuring your summaries are correct, you'll be taken to your order page. Your ticket and any optional items will be added up for your total. From here, you can either pay by credit card or check, and you can complete your payment. **Billing note: SWFP reads as THE ASSOCIATION OF SOUTH 0736 - BOONE, NC on your Credit Card Statement. This is the account name that manages all transactions with SWFP.**

## **CONFIRMATION**

A confirmation page will appear and you may print off or save in order to make any future edits. Your confirmation number is listed below your name and address and is necessary to make future edits. If your group has multiple people, you can click on the drop down menu next to "View Confirmation For" at the top of the page to find their name. You will receive a confirmation email. If you do not receive it, please check in your spam and junk folders.

## **WE WILL SELL OUT**

Due to the demand of the event, we anticipate all programs to sell out. This has been the case for three years in a row. On site Help / Registration is to assist with questions about the event.

## **CANCELLATION POLICY**

We sincerely appreciate your support of this event and its mission to bring biologists and conservationists into contact with the public in one of the most biodiverse natural classrooms in North America. Due to financial commitments to vendors, partners, sponsors, and facilities, refunds are NOT provided. Fees will be used as a contribution to help support this event and keep it accessible to students and children.

## **BADGES / TICKETS**

The first mailing of badges/tickets will be on approximately March 30<sup>th</sup>, April 6<sup>th</sup>, and April 13<sup>th</sup>. If you register after April 8<sup>th</sup>, then you will not receive a badge and you will need to use your confirmation email as your ticket. Be sure to be prepared to show this to hike leaders, if asked, which we will begin doing more of in the future.

## **MAPS AND LOGISTICS**

We have spent a lot of time working to upgrade maps and logistics. An interactive map is located under the [MAPS tab on our homepage](#). At this same location, we have created printable pdfs with local maps and driving directions to all of the meeting places, A-AK. Also, at the end of your registration, located next to the confirmation tab at the top of the page, you'll find a tab that says "My Agenda." Here, each hike that you've registered for will pop up displaying the time, title, category, and most importantly, the meeting location (A-AK), map, directions, and logistics. Coordinates and meeting location titles are also included so you may plug it into a GPS system.

## **MERCHANDISE**

During the registration process, you'll have the option to pre-order official posters made by our featured artist of the year! Last year's poster is also available. Posters will have poster tubes this year and they **MUST BE PICKED UP AT SUGARLANDS VISITOR CENTER DURING THE HELP/ REGISTRATION DESK'S POSTED HOURS**. T-shirts, stickers, hats, mugs, and other items may be purchased from our [online store](#). These items will be mailed to you in time for you to have them at the event (unless you are leaving weeks early).

## **DONATIONS**

Donations are used to help us to offset losses in keeping our event very cheap for students and children. At the end of the registration process, you will have the opportunity to make

a donation to the 70th annual Spring Wildflower Pilgrimage. Any donations, whatever you can give, are needed. If you decide to donate by check, please send donations to:

Tracy Deem, Treasurer  
Association of Southeastern Biologists  
402 East College Street, Box 125  
Bridgewater, Virginia 22812

**HELP / REGISTRATION DESK**

On site assistance located at Sugarlands Visitors Center:

Tuesday, April 21st - 8am to 5pm

Wednesday, April 22nd - 8am to 5pm

Thursday, April 23rd - 8am to 5pm

Friday, April 24th - Mobile Help Desk 912-604-4847

Saturday, April 25th - Mobile Help Desk 912-604-4847