

**The Southeast Michigan Porsche club
uses Clubregistration.net for
registrations to our events. This is a
short guide on the first steps for using
the site.**

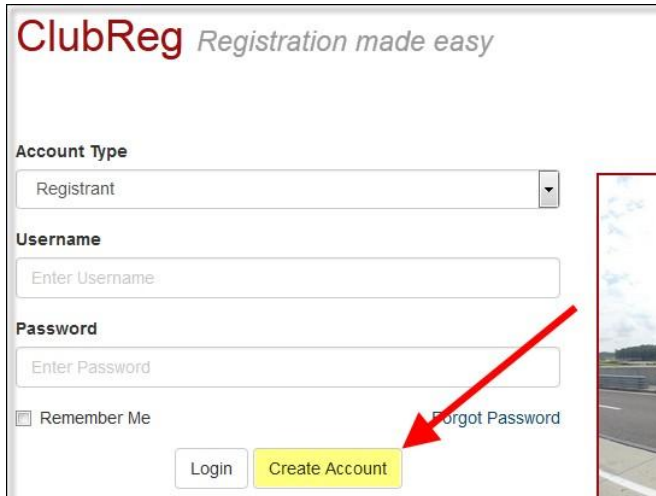
- [Create an account](#)
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[Creating an account](#)

Please go to Clubregistration.net
(notice this is .NET and not .COM)

To start, you need to create an account. You will not be able to access the event listings without an account.



ClubReg *Registration made easy*

Account Type
Registrant

Username
Enter Username

Password
Enter Password

Remember Me [Forgot Password](#)

Login **Create Account**

Please enter a Username, Password, First and Last name.

Create Account

Already have an account? Call our office at 512.273.5016 and we can help you with your login information.

Following this page you'll be asked to complete your Profile information. **Not all fields are required.**
The next page will allow you to add a vehicle to your profile. Most events request your vehicle info. Once those two screens are completed you may search for an event by clicking **Search for Events**.



New Account Setup

Username *

Password *

First Name *

Last Name *

Once you click the 'Create' button you will be directed to your 'Profile' page.



Profile page

The first step after creating an account will direct you to your 'Profile' page. Please be sure to enter all contact information.

Personal Information	Profile
Email Lists	Personal Information - Ferdinand Porsche
Emergency Contact	
Experience	

Address	One Porsche Drive
City	Atlanta
State	GA
Zipcode	30354
Date of Birth	03 Sept 1975
Phone	(800) 767-7243
Allow text messages?	<input type="checkbox"/> <small>Carrier charges may apply. No commercial advertisements sent.</small>
Email	FP@gmail.com
Hide name on Rosters?	<input type="checkbox"/>
Password	*****
Confirm Password	*****

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Further down the 'Profile' page is an area for driving experience. If you are attending one of our Drivers Education events we ask that you provide us with a list of your on Track and Auto-Cross experiences. Be sure to re-visit this page after further events are completed and keep it up to date. This aids us in placing you in the proper run group at our events.

Experience

Number of D.E. events	<input type="text"/>
Number of Autocross events	<input type="text"/>
Total number of Track Days	<input type="text"/>
Date of last event	<input type="text"/>
Tracks Driven & Dates	<input type="text"/>
Additional Notes	<input type="text"/>

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[Continue](#)

Once you have completed your Profile, click the 'Continue' button. You will proceed to another menu that has a place to enter in your Vehicle.



Once you have completed your Profile and hit the 'Continue' button you will proceed to another menu that has a place to enter in your Vehicle.

The screenshot shows the website header with the logo 'clubregistration.net' and a navigation menu including 'ClubReg Store', 'Hotel/Insurance', 'Cool Stuff', 'Videos', 'Membership', 'Contact Us', 'My Account', and 'Search for Events'. A 'Logout' button is in the top right corner. The main content area is divided into two sections: 'Add Vehicle' and 'Search for Events'. The 'Add Vehicle' section contains a form with fields for Year, Make, Model, Color, Engine Size, Weight, and Transponder #, each with a 'Save' button. A blue arrow points to the 'Save' button with the text: 'You can enter more vehicles Be sure to click 'save' to enter each'. The 'Search for Events' section has a 'Search for Events' button. A red arrow points from the 'Logout' button to the 'Search for Events' button. Below the 'Add Vehicle' section is a 'Select Vehicle' section showing a list of vehicles with 'Edit' and 'Delete' buttons.

From here you can now Search for events, but for clarity, **please Logout and Log back in.**

When Logging into your account you will be taken to your 'Dashboard'.



The Dashboard

When Logging into your account you will first be taken to your 'Dashboard'.

Dashboard

Did you know?

We do not have our hours of operation displayed anywhere on the site. That is because registration never closes and if we are available to help we will. We encourage you to call our office with any questions at 512-273-5016.

You are not currently registered for any events.
Click **Search for events** to find an event.

You have **0** reminders set. Click **HERE** to set reminders for your upcoming events.

Organization	Suggested Events	Dates	
Southeast Michigan Region PCA	D.E. - 101 (Social)	04/10 - 01/10	<input type="button" value="Register..."/>
Southeast Michigan Region PCA	SEM/PCA Waterford Hills Road Course (Driver's Ed)	05/06 - 05/06	<input type="button" value="Register..."/>

This menu shows Tips for the site, any events you are already registered for, and any reminders you may have set for upcoming events. At the bottom you will find a list of suggested events. This list corresponds with events for the clubs you have memberships with. Your memberships can be added to your account from a pull-down menu under 'My Account'.

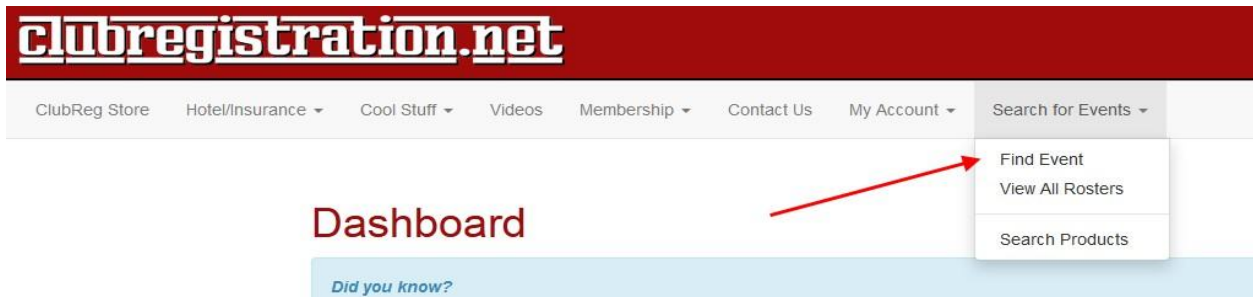
The screenshot shows the website header with the logo 'clubregistration.net' and navigation links: ClubReg Store, Hotel/Insurance, Cool Stuff, Videos, Membership, Contact Us, My Account, and Search for Events. The 'My Account' dropdown menu is open, listing: Dashboard, Event History, Event Reminders, Search Reserved #s, Upload Photo, FAQs, Edit Profile, Edit Vehicles, and Edit Memberships. A red arrow points to the 'Edit Memberships' option. The dashboard content below the menu includes the 'Did you know?' tip, a message about not being registered for events, and a suggested events table.

To search for events use the 'Search for Events' pull-down and click 'Find Event'.



[Search for an Event](#)

To search for events use the 'Search for Events' pull-down on the 'Dashboard' page and click 'Find Event'.



There are a few options on how to search for events. An easy way is to search 'By Category'.

Search for Events

Search Options	
<input type="radio"/> General Search	Organization PCA
<input checked="" type="radio"/> By Category	Host Southeast Michigan Region PCA
<input type="radio"/> By Date	Event Type All
	<input type="button" value="Submit..."/>

Choose 'By Category' then select the Organization as PCA under the drop down menu, and the Host as Southeast Michigan Region PCA under that drop down. Click 'Submit'. A list of all the events being hosted by the club is displayed.

Search for Events

Search Options	
<input type="radio"/> General Search	Organization PCA
<input checked="" type="radio"/> By Category	Host Southeast Michigan Region PCA
<input type="radio"/> By Date	Event Type All
	<input type="button" value="Submit..."/>

Event Information (3 found)			
	Host Southeast Michigan Region PCA Name Lingenfelter Car Collection Dates 03/05/16-03/05/16	Event Type Social Location 7819 Lochlin Drive, Brighton, MI 48116 Registrar Clubregistration@nine11.de	<input type="button" value="Register..."/> <input type="button" value="View Roster"/>
	Host Southeast Michigan Region PCA Name D.E. - 101 Dates 04/10/16-04/10/16	Event Type Driver's Ed Location Waterford Hills Road Course Registrar de@sempca.org (586) 242-6437	 (order map) <input type="button" value="Register..."/> <input type="button" value="View Roster"/> <input type="button" value="Track Insurance"/>
	Host Southeast Michigan Region PCA Name SEM/PCA Waterford Hills Road Course Dates 05/06/16-05/06/16	Event Type Driver's Ed Location Waterford Hills Road Course Registrar de@sempca.org (586) 242-6437	 (order map) <input type="button" value="Register..."/> <input type="button" value="View Roster"/> <input type="button" value="Track Insurance"/>

In this example 3 events are listed. Locate the event you wish to register for and click the 'Register' button. You will be taken to the 'Event Details' page for the specific event.



Event Details

Here you will see all the information such as location, contacts, and any fees that may be required.

- Event Information
- Event Fees
- Event Options
- Related Files



Event Details SEM/PCA Waterford Hills Road Course (Driver's Ed)

Event Information

Host	Southeast Michigan Region PCA
Registrar	de@sempca.org / (586) 242-6437
Location	Waterford Hills Road Course
Event Dates	05/06/16 - 05/06/16
Registration Dates	02/18/16 12:01 AM (members) (central time zone) 02/18/16 (all) 05/04/16 12:01 AM (closes) (central time zone)
Description	May 6th is our Beginner's Day where special attention is given to those who join us for the first time. Our experienced instructors have driven and raced on courses all around the United States and will be with you to coach you throughout the ... Show More
Add'l Payment Info.	NA
Refund Policy	Please see region website for details.
Indemnity Policy	Please see region website for details.

[Register](#)

PayPal CREDIT
Get more time to pay
Check out with PayPal and choose PayPal Credit. Subject to credit approval. See terms. US residents only.

[View Roster](#)

[Get Membership](#)

Event Fees

Entry Type	Fee	Description
Registration	\$150.00	Early Bird Registration is \$150, Registration after May 1st is \$175

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Event Options

Event Options	Fee
Helmet Rental	\$25.00

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From here click 'Register' to continue.



Registration

On this page you will choose a quantity and see the related fee('s).

Southeast Michigan Region PCA

SEM/PCA Waterford Hills Road Course (Driver's Ed)

Event Questions: de@sempca.org / (586) 242-6437



ClubReg Assistance: events@clubregistration.net / 512.273.5016

Entry Fees

Quantity	1  
Event Fee	<input checked="" type="radio"/> Registration (\$150.00) <small>Early Bird Registration is \$150, Registration after May 1st is \$175</small>

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Vehicle

Select Vehicle	1948 Porsche Type - 356 No.1 Non  	Add vehicle
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Be sure to select a vehicle if required. Note: Some events may have options that are available. In this example Helmets are available for rental for beginners at this Drivers Education. Select a quantity if desired and it will be added to your total at the end.

Event Options

Increase Quantity to purchase. Selection of all Options is not required.

Helmet Rental	
Quantity	0 
Cost	\$25.00 (USD)

Some events may require you to provide an Emergency Contact. Please complete and select Register at the bottom.



Some events may require you to provide an Emergency Contact. Please complete and select Register at the bottom.

Emergency Contact

Emergency Contact	<input type="text"/>	*
Emergency Phone	<input type="text"/>	*

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Profile

(Expand)



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Register	Cancel
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At the 'Payment' screen you will see the total due including all options and registrations.

PLEASE NOTE: YOU ARE NOT CONSIDERED REGISTERED UNTIL PAYMENT IS RECEIVED.



Payment screen

At the 'Payment' screen you will see the total due including all options and registrations.

PLEASE NOTE: YOU ARE NOT CONSIDERED REGISTERED UNTIL PAYMENT IS RECEIVED.

Payment Porsche, Ferdinand (Reg. #:623157 / Pending)

~~You are now registered~~

Questions: de@sempca.org / (586) 242-6437
ClubReg Assistance: events@clubregistration.net / 512.273.5016
Cancelling?: de@sempca.org

Quantity	Item	Cost	Subtotal	
1	Registration	\$150.00	\$150.00	
1	Helmet Rental	\$25.00	\$25.00	
Total			\$175.00 (USD)	Payments processed by ClubRegistration.net.
				<input type="button" value="Pay Now"/>
				<input type="button" value="Review"/>
				<input type="button" value="Cancel"/>
Mail Payment Payable to:				

Refund Policy

Please see region website for details.

Indemnity Policy

Please see region website for details.

The 'Pay Now' button will take you to the PayPal site for payment. We ask that all our payments are processed through Clubregistration and Paypal.

