TD Tree Days New User and Registration Process

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Registering as a new user
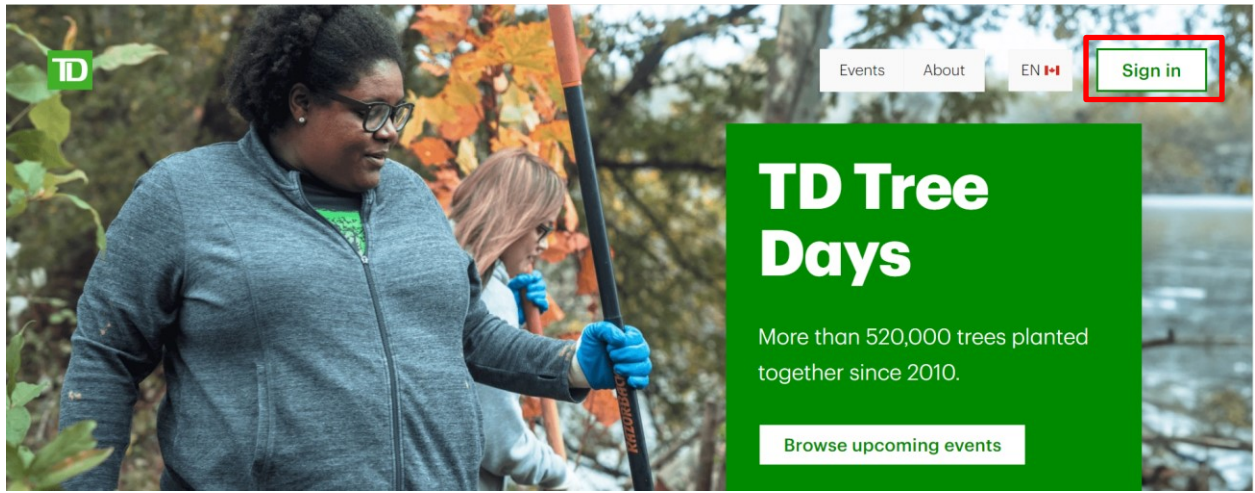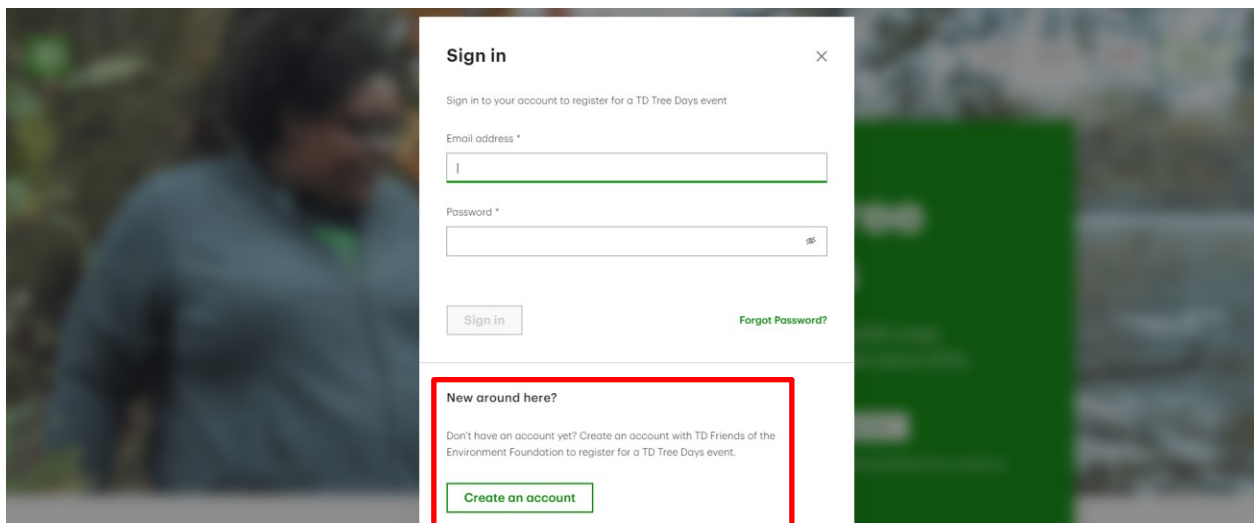
1. Go to www.tdtreedays.com and click on "Sign in".

2. Scroll down to "New around here?" and click on "Create an account".
    Note: In 2024 we have launched a new website – all users must create a new account.

3. After filling in your new account details, you must review and agree to the TD Privacy Policy and confirm that you are over the age of majority. All new users will be required to verify their email address. Users will receive an automatic email and will have to click on the link provided in the email to complete the registration process.

Registering for an event

1. Go to www.tdtreedays.com and sign in with the credentials you provided when creating your account then click on "Events" which is located in the header.
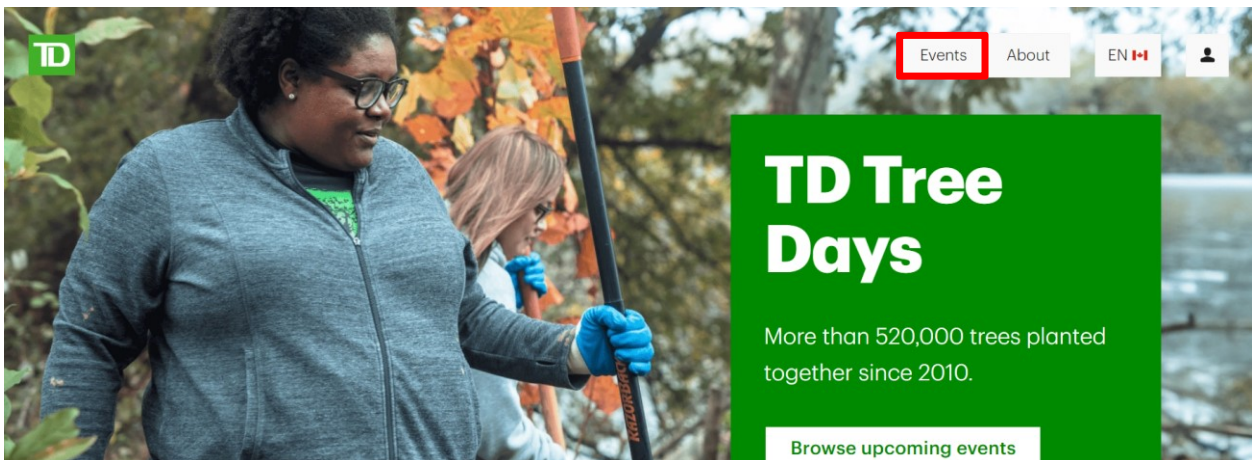
2. On the Events page you can search for events based on location. If your location services are turned on, you will be shown events closest to you. You can zoom out on the map to see other events happening within North America. Click an event you would like to register for and click "Register for this event".
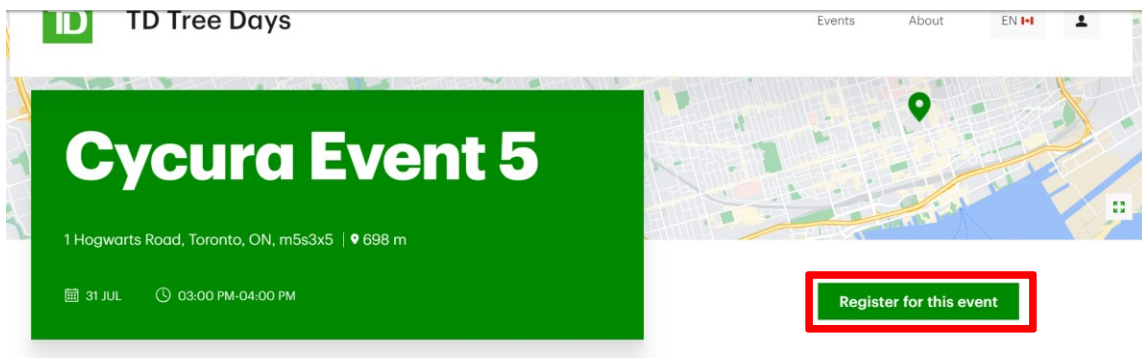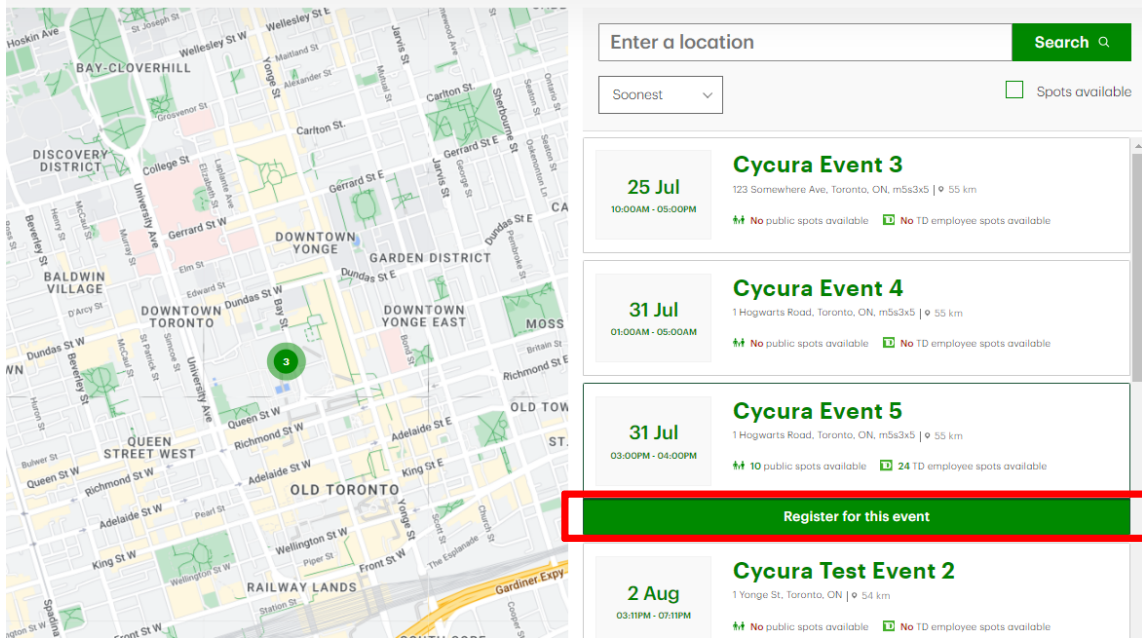
    a. If an event is full, you can click "View Event" and click "Register for this event" to join the waitlist.
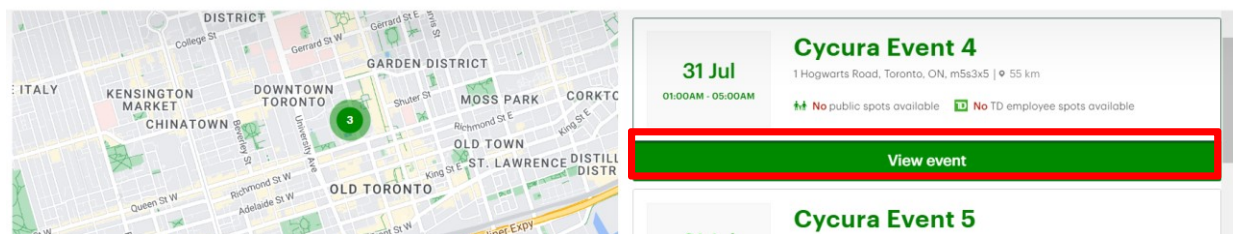
3. Once you click on "Register for this event", the website will ask if you are an employee or a community member. Select the appropriate option.
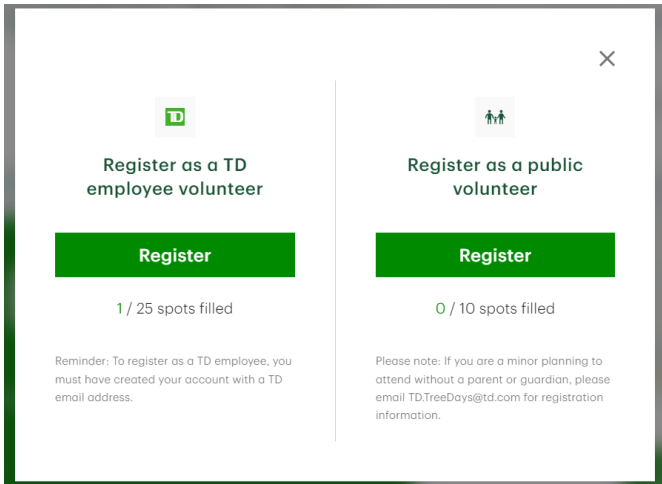
a. If you want to register minors as a **Teacher or Group Leader click on "I will be bringing minor(s) with me".** Indicate how many minors within each age range you will be bringing with you - please note that you must print the Participant Waiver and Photo Release forms for minors for parent/guardian signature and bring the signed forms with you on the day of the event.

b. If you want to register minors as a **parent/guardian, click on "I will be bringing minor(s) with me" and toggle to the "Parent or Legal**

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guardian" selection, you will be able to register your children online and sign off on their waivers. Please note, the photo release waiver is optional.

☑ I will be bringing minor(s) with me

I am a:

Teacher or group leader	**Parent or legal guardian**

Before registering a minor, you must confirm that you have read and agree to the Participant Waiver (required) for your child/children/ward/wards. If you agree that your child/children/ward/wards can be photographed at the event, please also confirm that you have read and agree to the TD Tree Days Photo Release Form (optional).

Minors

First Name*	Last Name*	Age*

Required

☐ I confirm that I have read and agree to the **Participant Waiver** for

Optional

☐ I confirm that I have read and agree to the **Photo Release** for

<u>remove</u>

c. Complete and submit the registration form. Please also note that you <u>must click</u> on the hyperlinked text: *"Participant Waiver"* and " *Photo Release*" to review the waivers before agreeing or declining.

Required

☐ I confirm that I have read and agree to the **Participant Waiver**

Optional

☐ I confirm that I have read and agree to the **Photo Release**

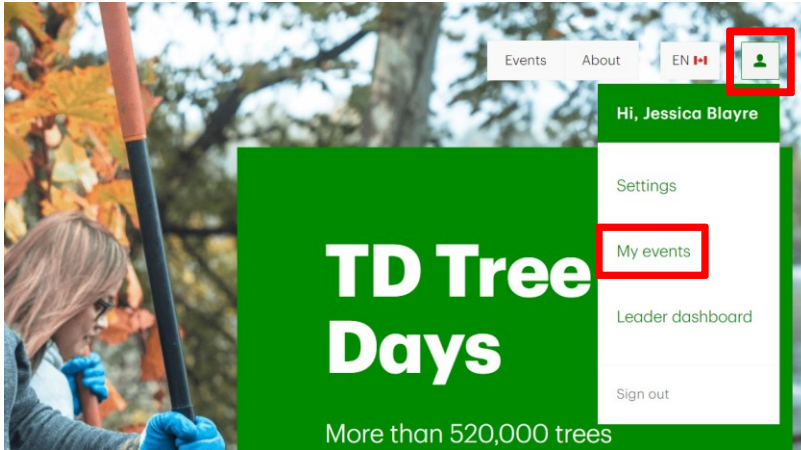| Back	Finish

4. Once you click on submit, you will be taken to the main event page. You will be provided with the options to unregister, edit details and add the event to your calendar.
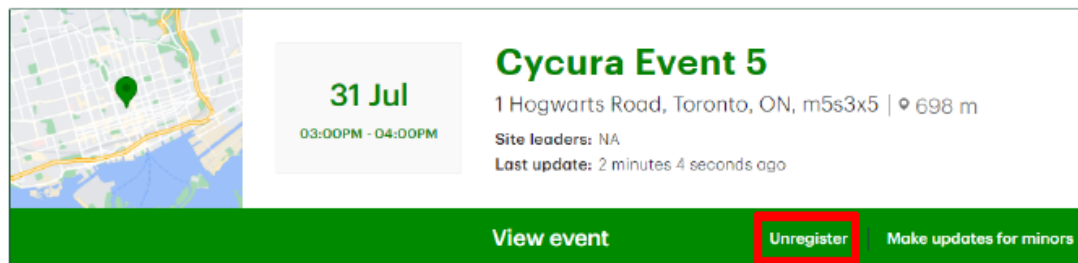
Unregistering for an event

1. Click on your profile silhouette in the top right corner of the website on the home page, then click on "My events".

2. Click on the event you are registered for and select "Unregister". Select "Unregister" again in the pop-up to complete this action.