



Important information to know before you register for the 2016 Biggest Week!

Review the downloadable festival schedule before you begin the registration process so that you do not time out when registering. With 10 days' worth of activities, it's good to have an idea of what you want to register for before you begin the process.

Carefully review your selection(s) before you make your payment and complete your registration. If you find an activity sold out when registering a second person and you decide that you do not want to attend alone, be sure to go back and edit your itinerary accordingly before payment is made. Remember there is a processing fee to issue refunds after the fact.

- 1) You must have an email address to register. Your confirmation is sent to you by email.
- 2) We only accept credit card payment with the following cards: Master Card, Visa Card, Discover Card, and American Express Card. The online credit card payment for this event will be listed on your credit card statement with the name **ACT-BIGGEST WEEK 2016**.
- 3) If you have signed up for an event that used the RegOnline Registration System in the past, your email address is in their system and you will just need to enter your password. If not you will have to enter a password that is a minimum of 8 characters long and uses at least one lower case, one upper case and one number or special character.
- 4) Your first option will be a general registration fee selection which is required in order to register for any of the festival activities (free or fee-based). If you are volunteering and select the Volunteer registration type, you will be able to sign up for volunteer assignments in addition to festival activities during the registration process. We ask that volunteers please sign up for 2 – 3 assignments for the free general registration benefit. If you decide the volunteer schedule does not work with your schedule you will need to stop the registration process and start all over in order to select the General Registration type. You do this on the second page by selecting Start a New Registration instead of entering your password. (This does not apply to van drivers, field trip leaders, or speakers.)
- 5) **Discount Information:** Current BSBO Members can select the BSBO Member Registration type for a \$15 savings off the cost of general registration. If you are not a current BSBO member you can renew or join at the time you register to take advantage of the member discount.
Please note: we cannot process registration membership discounts after you have completed and paid for your order.
- 6) Festival registrants are invited to take part in **FREE GUIDED BIRD WALKS** every day during the festival. The walks will begin near the west end of the Magee Marsh Boardwalk at 8:00 a.m. & 10:30 a.m. You must show your Biggest Week name badge to participate! These walks will be led by world-class guides from our tour company partners. Registrants are also invited to the free 10 a.m. **WORLD TRAVEL TALKS** held at Ottawa National Wildlife Refuge and to the **FREE EVENING SOCIALS** held at Maumee Bay Lodge & Conference Center from 5 -7:00 p.m. daily.
- 7) If you should select two activities with conflicting times you will receive an error message letting you know you have overlapping activities and the activities will be highlighted in tan. You will be unable to complete your registration until you de-select one activity to resolve the conflict.
- 8) The registration process allows you to register as many participants as you wish per activity, one participant at a time. To register another person, select the "Add Another Person" button located on the bottom of the screen. You can use the same email address or enter a different

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one. You are required to enter name and emergency contact information for each person. Please note, when you add another person, the system will ask you if you want to duplicate what you selected for the first person which will make it easier if the two of you are attending the same activities. If an activity is sold out you will not be able to duplicate that selection so be sure there are at least 2 spots remaining in an activity when registering the first person. Important information to know before you register!

9) When an activity is marked "sold out," the system will not accept any further registrations for that event.

10) **VERY IMPORTANT:** At the completion of your order you will receive a confirmation email. SAVE THIS EMAIL FOR FUTURE REFERENCE! If you have not already printed your registration and itinerary be sure to click on the link to access your registration and print your schedule now. *We will not be handing out printed itineraries when you check in.* Use this same link to access your registration for changes. This confirmation email will also provide a link that lets you view your schedule on a smartphone or tablet. If you have not successfully completed your registration you will receive a registration alert email asking if you would like some help.

11) You can replace or cancel individual activities yourself. In the event you canceled your registration or an activity in your registration and would like a refund, you can request a refund by sending an email to biggestweek@bsbo.org. There will be an administrative fee of \$25, per our refund policy, to cancel an entire registration. Please refer to our **Refund Policy** for details. No refunds will be made for cancellations after April 6, 2016.

12) Even if every trip, workshop, presentation, and activity during The Biggest Week is sold out, you should still come to the area for spring migration! This area is incredibly easy to navigate, and there are so many great birders in the area pointing out birds that everyone who visits sees LOTS of birds! The Black Swamp Bird Observatory's free birding area maps and daily updates on migration help make birding the area simple, even for first-timers to the area.

Thank you so much. We look forward to sharing the Warbler Capital of the World with you!

Sincerely,

The Biggest Week Team at Black Swamp Bird Observatory