

# ARES Connect

## Registering For An Event

ARES Connect has one thing that is quickly obvious. Its calendar. It is the place where most of the work gets done.

The Calendar where you go to register for events. I know, I am restated the obvious.

Events could be a Community Event like a race, exercise, meeting, net, Skywarn, training, or even a communications emergency. Hopefully, we will have very few of the last type.

An event is created in the ARES Connect calendar by your County Emergency Coordinator, the Section Emergency Coordinator, or the Section Manager. Eventually the District Emergency Coordinators will be able to add events to the Calendar. Creating an event is something you don't have to think about. You just have to have to register and participate in the event activity.

And maybe enter your time. That all depends on how the event is set up by your EC.

Registering for an event is easy.

Start your browser and go to the ARES Connect URL: <https://arrl.volunteerhub.com/lp/epa>

Click on the "Sign In" button at the top of the page and enter your callsign and your password.

Click on the "Sign In" button and you are on the calendar.

There are two ways to view the calendar. The default one is the list. It is in order by date. You can just scroll down to see all the events that have been posted.

The other way to view the calendar is like the one hanging that wall. Each cell lists the events that are scheduled for each date.

You can switch the views by clicking on the layout button at the top of the calendar list. The left side gives you the list calendar and the right side will give you the wall calendar layout. It is a personal preference so you decide which one works the best for you.

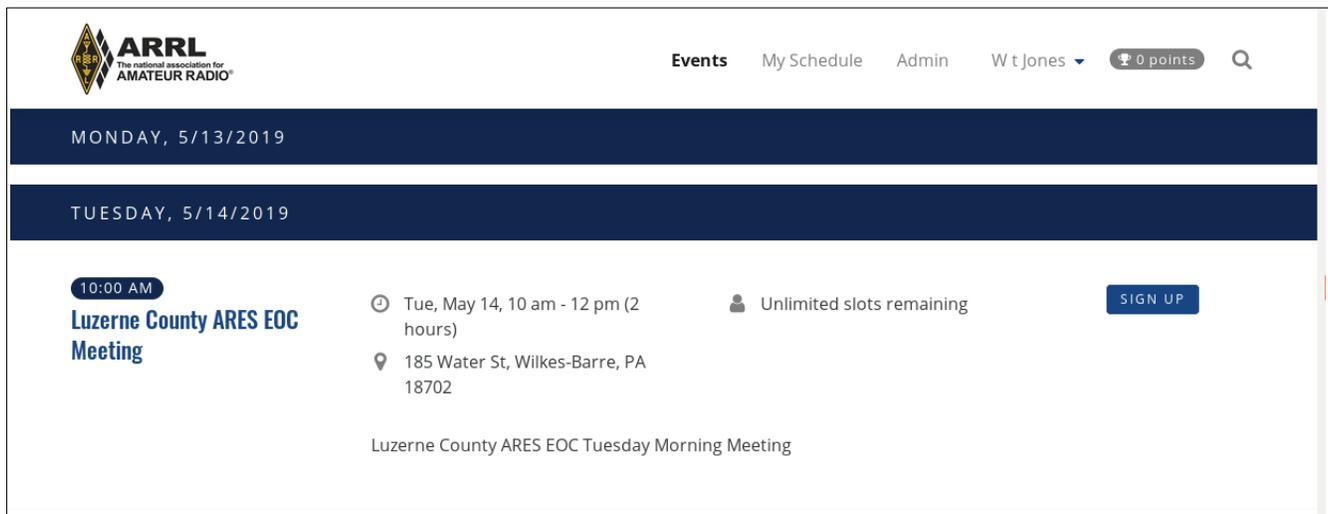


You can select the types of events that you want to view. If you click on the button marked "All Events" with the small down arrow at the right you can pick just what type of event you want to register for. It does narrow down the amount of items in the calendar. For example, if you are just looking to register for your ARES meetings then click on the "All Events" and select "Meetings". The calendar will only show events that are meetings.



Once you have the type of calendar and the events that you want then find the date of the event. Just scroll down till you find it.

As an example I am going to use Luzerne County's Tuesday Morning Meeting. It looks like this and your selected event will look similar.



The screenshot shows the ARRL website interface. At the top left is the ARRL logo with the text "The national association for AMATEUR RADIO". To the right are navigation links: "Events", "My Schedule", "Admin", and a user profile "W t Jones" with a dropdown arrow. Further right is a "0 points" badge and a search icon. Below the navigation is a dark blue header with the date "MONDAY, 5/13/2019". Below that is another dark blue header with the date "TUESDAY, 5/14/2019". The main content area features a "10:00 AM" badge, the event title "Luzerne County ARES EOC Meeting", a clock icon with the time "Tue, May 14, 10 am - 12 pm (2 hours)", a location pin icon with the address "185 Water St, Wilkes-Barre, PA 18702", a person icon with the text "Unlimited slots remaining", and a blue "SIGN UP" button. At the bottom of the event card, the text "Luzerne County ARES EOC Tuesday Morning Meeting" is displayed.

The next step will be to sign up for the meeting. This is the easy part. Once you are sure that this is the meeting just click the "Sign Up" button to the right. The display will change to confirm your sign up for the event. Click on the "Back to the List" and then you can Sign Out or go ahead and register for another event.

The "Sign Out" is up at the top of the page. Click on your name and the drop down menu will have Sign Out at the bottom of the drop down list.

### What happens after you register for an event?

First, depending on how the Event was created, you might get an email thanking you for registering for the event. It will look something like this one.



The image shows a confirmation message with a dark blue header containing the text "Event Registration Complete" in white. Below the header, on a white background, is the text "You are now registered for the following event." followed by the event title "Luzerne County ARES EOC Meeting" in a large, bold, dark blue font.

If the person who created the event added information like meeting location that will be included in the email for your convenience. If it is a net then the times and frequencies of the net should be included.

You may also receive an email from ARES Connect before the event to remind you of it.

After the event, you may receive an email thanking you for attending and reminding you to put your time into ARES Connect.

All of that is optional and all of it depends on how the event was created. So you may or may not get those emails.

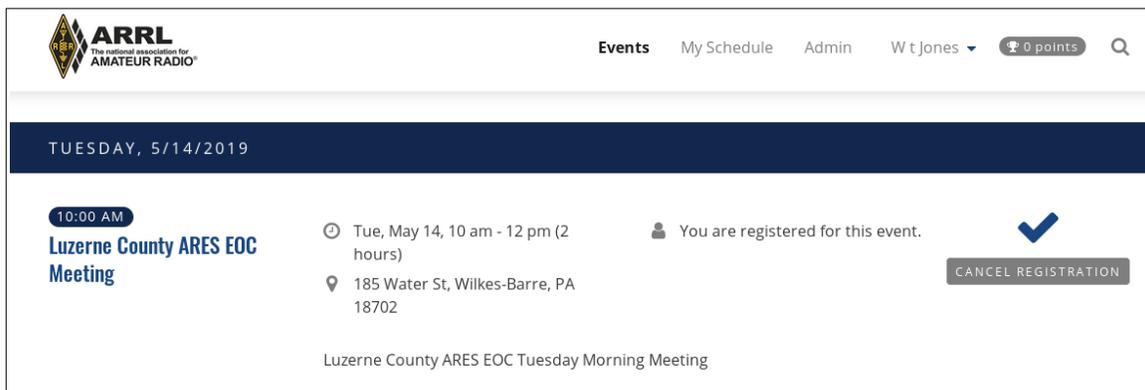
In any case, that is all it takes to register for an event.

But what if I decide not to go?

Nothing says you have to go to the meeting or be on the air for the net even if you registered for it. Things happen. We all have to deal with life first. There is no harm or problem if you decide not to attend the event.

If you think about it early enough then you can cancel your registration.

Follow the same procedure above to find the event. When you see it then you'll notice that it now lists you as registered for the event. See the example below.



Under the big blue check mark there is a button named “Cancel Registration”. If you want to cancel just click on it and follow the instructions on the next screen to confirm your cancellation. The left button says “Exit” which means you DO NOT WANT TO CANCEL. The blue “Next” button will cancel your registration.

Its that simple.

### Seeing only what your are registered to attend.

At the top of the web page is a button marked “**My Schedule**”. If you click on that you will only see what you have registered to attend. Cuts down on the clutter. Just remember, if you are registering for an event then click on the “Events” button so you can find the events that you have not registered for.

That’s it. Next will be Time Recording and that is easy. That is if I tell the ECs how to create the event.

73,

WT

WN3LIF

Assistant Section Emergency Coordinator

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