

CERVIS: How to register for an Event

Access CERVIS (the online Master Gardener Event Registration system) from the metro Master Gardener website www.metromastergardeners.org

- In the menu at the left, click CERVIS Event Registration
(Hint: It's the second last item)
- Click **Register for an Event**
- Enter your email and CERVIS password, then click "Login into CERVIS"
- Next page is **Events Available for Registration**; events listed in chronological order.
- Scroll down to desired event
 - If you are looking for a specific event, click "**Filter Events by Interest**" just above the event list box. (Figure 1)
 - To return to the complete list, click either **Show All** or **Hide Interest Filter**.

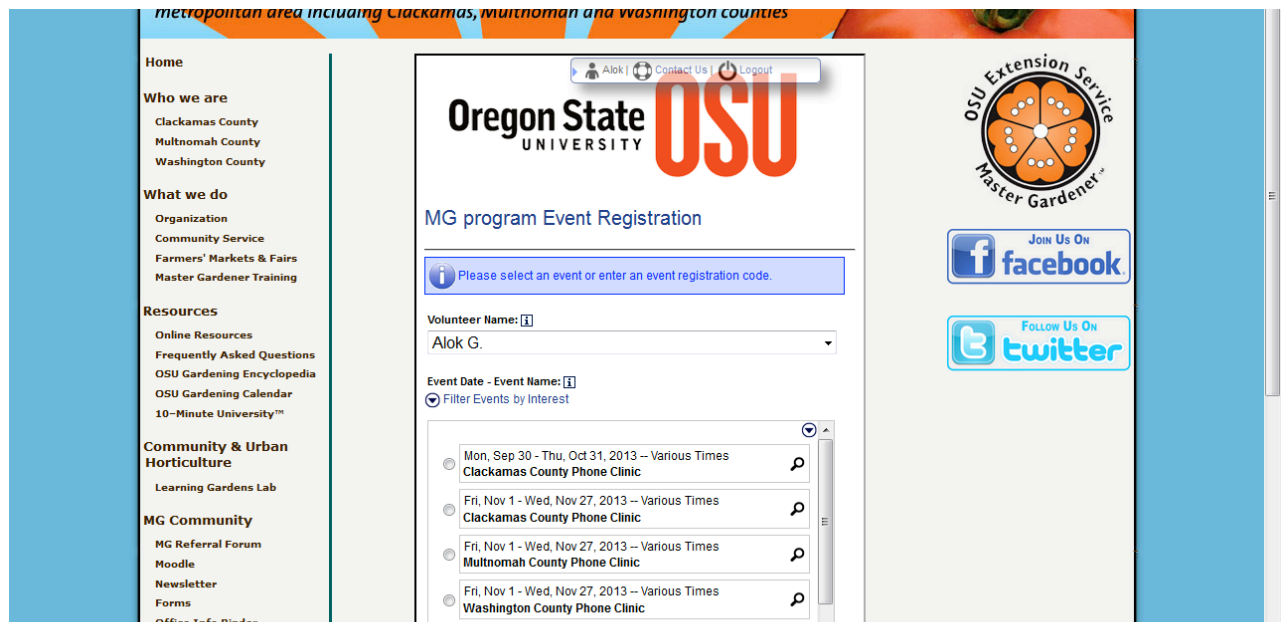


Figure 1

To select an event

- Locate the Event name
- Click the bubble (small circle) to the left of Event name
- Click **Register for Selected Event.**
 - A list of volunteer shifts opens, indicating the number of volunteers needed
 - To register for a shift, click the box to the left of Event date & time, as is shown in Figure 2
(Shifts listed as "Closed" or "Full" are unavailable.)

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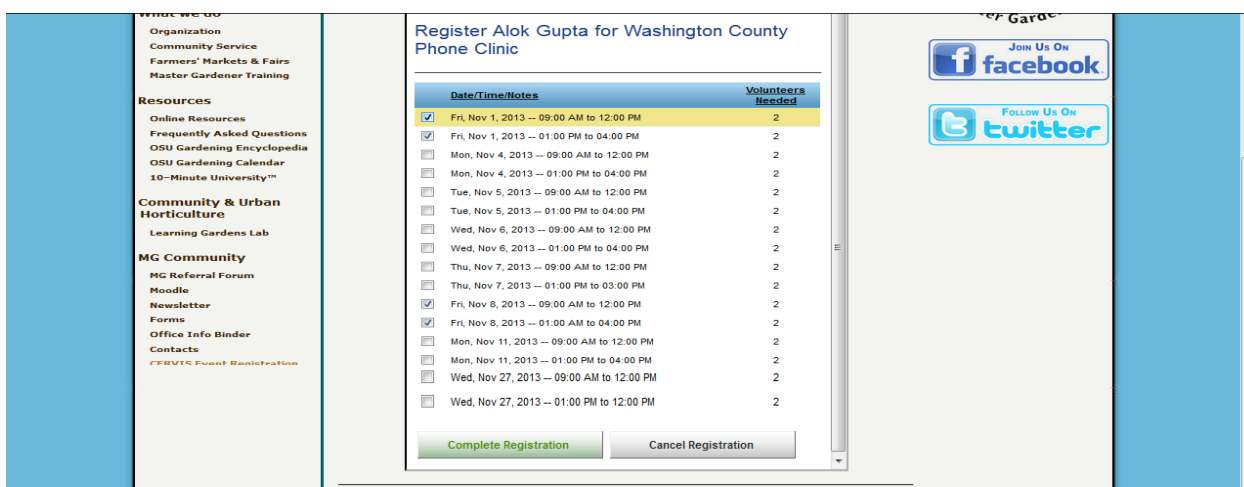


Figure 2

- After selecting your desired volunteer shift(s), click **Complete Registration**.
- Record the date(s) in your calendar.
(Note: Each event description includes an option to add the date to your google or i-calendar.)
- You will receive a confirmation e-mail (Figure 3) for each registered volunteer shift. (If the email isn't in your Inbox, look your Spam folder.)
- You will receive a reminder e-mail 7 days before your shift.

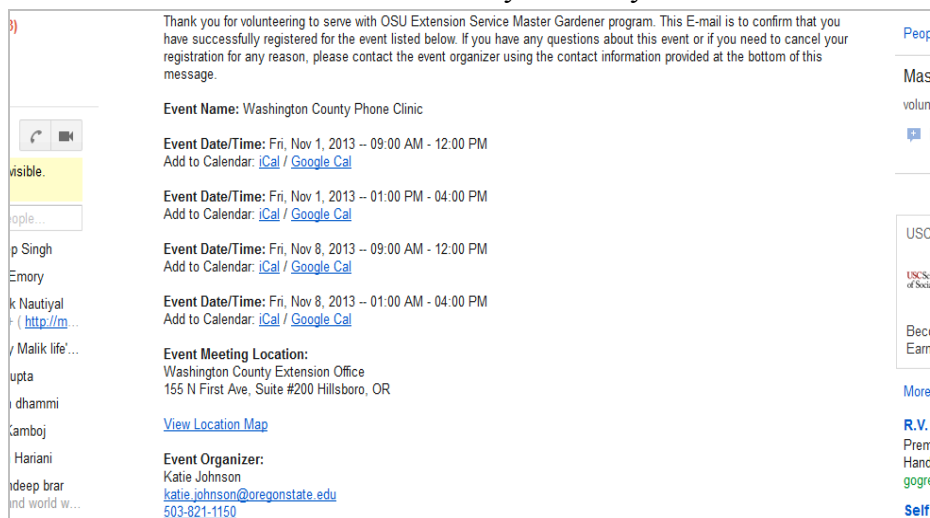


Figure 3

Cancellation and substitute policy:

- Please only sign up for shifts that you know you can make. If you need to cancel your participation in a shift, it is your responsibility to find a substitute.
- Contact the event coordinator for a list of possible substitutes. Interns sub for Interns; Vets for Vets.
- Do not use the “unregister” function in CERVIS unless you have found a substitute for your shift and have communicated the change to the coordinator.
- The **unregister** option is closed 6 days before the event.
- If you need a sub or at the last minute, contact the event coordinator.
- If you have questions about an event or registration, contact the event coordinator.