Confirmation Email

You will receive an email with the subject "confirmation of registration" within 30 minutes.

- If you do not receive one, check your junk email (also called a spam folder).
- If you registered multiple people, you should receive a *separate email for each registration.*

If you are unable to attend, please use the link in the email to cancel your registration. If you can't use, or can't find the email with the cancellation link, contact the library to let them know, and they will manually cancel your registration.

Usually, the library will send you a reminder email one day before the event.

## Oh no, you are on the wait list!

Both the confirmation screen and the confirmation email will let you know if the event is full and you are on the wait list.

If you are moved off the wait list, you will receive a new email. The most common time for people to cancel their registration is when they receive their confirmation email the day before the event.

We hope you enjoy the library event or program you registered for!

Sheep River Library,
129 Main Street NW,
Diamond Valley, AB
403.933.3278
abdsrclibrary@marigold.ab.ca
sheepriverlibrary.ca

SHEEP RIVER LIBRARY
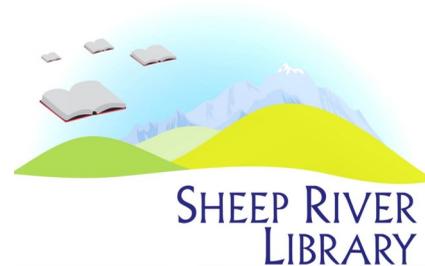
Registering for Library Events Online

You can't register for all events directly through the library's website. Some events will ask you to go to another website, and others ask for in-person or phone registration.

This guide is for people who never or rarely register for events online, or have encountered problems while attempting to register.

If you are having trouble registering, please contact the library!

You will need:

- a computer, tablet, smartphone, or other device
- an email address
- an internet connection

Registering for events on the library website

Note: the screenshots in this guide are for a computer – *if you are using a tablet or smartphone, things may look slightly different.*

1. Find the event page at sheepriverlibrary.ca.
   a. Go to the "programs and events" calendar (near the top of the webpage).

1a.
About Us ▾   Services ▾   Programs & Events ▲   eResources

   b. Navigate to the correct month using the arrows at the top left.
   c. Click on the name of the event you are interested in.

1b. ‹ › today   **August 2025**   month week day List view

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31 Poetry by the Firesid 10:30am - 12pm	1 E-Reader Support 2 - 4pm	2
3	4 Heritage Day - Librar	5 MCC Writers' Group 6:30 - 8pm	6	7	8 Unbooked Event 1 - 2pm E-Reader Support	

1c. Click on event

2. On the event page, scroll until you see the large text including the word "registration." If online registration is available, near the bottom of the webpage you will see something like the image below next to steps 3 _or_ 5.
   - Sometimes registration will only be available after a certain date. Usually, the library will tell you this in the event description.
   - If you do not see anything like this **and** there is no link to another website to register, contact your library to find out if registration is necessary.

2.
You can **register** or these future events

Select an Event Date: ▾

3. If you see the screen on the right, click on the dropdown menu. If you see something else, go to step 5.

You can register for these future events

Select an Event Date: ▾

Select an Event Date:

Friday, 8 August 2025 (1:00 p.m.)

4. Click on the dropdown menu to open. Select the option you would like to register for.

2.
Registration for Sunday, 17 August 2025 (2:00 p.m.)

test registration   0 reserved · 1 open

5. You should see a screen that looks similar to the one on the right. Every registration form can look different, and may have different required information.

Email*

First Name*

Definitely A.

Last Name*

Human

7.
Submit

6. Fill out the form. Required information will have a * next to it.
   - Some forms allow you to register multiple people at the same time using the same email. If this is possible, you will see a button with "+ add attendee".
   - You can remove blanks or extra attendees by clicking the red button with the "x" next to the what you want to remove. If you do not remove blanks, you will not be able to submit your registration.

Please register all members in your group, including guardian(s), one per line.

Attendee Name 1*

Attendee Name 2*   x

+ Add Attendee

7. Once you have finished filling out the form click "submit." (Example below left.)
8. The website may ask you to prove you are human. Follow the instructions to do this. If after multiple attempts you cannot complete the test, please contact the library for help.
9. If you still see the form after completing steps 6-8, look for a message that says what is wrong with the information you provide. An example is shown on the right. Fix the issue, and re-submit.

Email*

This field is required.

10. If you have successfully registered, you will see a screen similar to the one below. If you are on the wait list, it will say "You are now on the wait list."

Thank you for registering!

Your attendance is confirmed for

Unbooked Event Sunday, August 17, 2025 (2:00 pm)

Library
test event

In this example, the name of the event is "Unbooked Event." This is where you would click if you are not repeating from the beginning.

11. Click on the link with the name of the event:
    - if you want to re-read information about the event, OR
    - if you want to register a person for the same date, but with a different email. Repeat from step 2.

If you are registering for another date that has a drop-down menu date selection like in step 3, repeat from step 1 and click on the new date you want to register for.

You are now either registered or on the wait list. You should receive a confirmation email shortly.