

Cvent Registration system - Quick Reference Guide

(You may want to print this Guide before starting)

Note: To speed up your registration, have a photo of you and your significant other saved on your computer, phone or tablet and have a valid credit card available *before* you begin.

The information you provide on this registration form will only be used for Rally purposes and not shared with an outside party.

Please note, if we reach capacity, you will not be able to register but instead be given the opportunity to be put on the wait list. Refer back to the "*Rally Registration is open*" post on the forum for more details.

For 2023, early arrivals will be handled in the Additional Options screen, as denoted on the registration page.

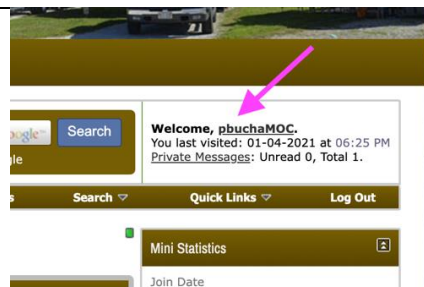
1. Start a new registration - View the rally information on the summary page, when ready to register, scroll down to the [Register Now](#) button at the bottom of the page and click.

2. Personal Information – Enter information to complete all fields. A red asterisk (*) indicates a required field, valid data must be entered into these fields. You will not be able to continue to the next page if a required field is not completed.

Note: The name you enter in the First Name field is the name that will show up on that person's name tag. So, if you want a Nickname to show up on your name tag, enter that in the First Name field

Finding your MOC User Name and MOC#

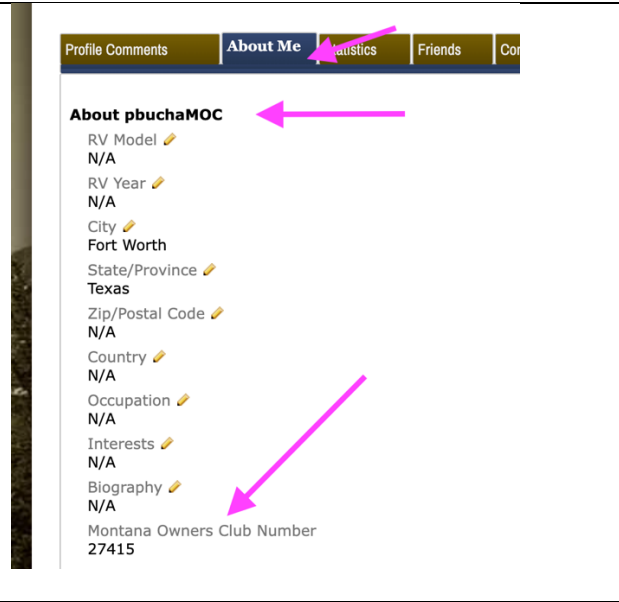
When signed on the [Montana Owners Club Forum](#), your MOC User Name is shown near the top right side of the page preceded by "Welcome"



Your MOC number can be found by simply clicking the MOC User Name mentioned above and choosing the About Me tab in the following screen.

Here you will see your User Name again, and the Montana owners club number at the bottom.

Use that information to fill in the two required boxes above.



Photos

Important: Photos need to be uploaded at registration so they may be included in the Rally book. You will *not be able to continue if you do not upload a photo.*

To upload a photo, click on the (Upload image) link. Then navigate to the photo that is stored on your computer, phone, or tablet. Click on the photo file to highlight it then click on the (Insert) or (Open) button. You'll then be taken back to the registration form where you can now see your photo.

This picture will be used as your profile picture in the Rally Book. The photo will be a square (approx. 2 ½ in x 2 ½ in), so please avoid very tall or wide shots.

Below is an example of a profile picture:



Guest Registration – Each guest registration costs \$50 and should NOT include your spouse or significant.

3. Information for the Rally Book - Once the Personal Information fields are completed, 'click' the **Next** button to proceed to the next screen/page titled: **Information for the Rally Book.**

Please complete all the fields in this section since this information will be used for the Rally book.

Once the **Information for the Rally Book** fields are completed, 'click' the **Next** button to proceed to the screen which confirms the basic Rally Registration. There should be nothing to do here except click **Next**. Remember that early arrivals will be chosen in the **Additional Options** screen, which appears next.

4. Additional Options - Here you will have the opportunity to select an early arrival date and reserve a spot for the Amish Dinner.

If you plan to arrive early, please **select only one** of the two options.

For the Amish Dinner reservation, you can select to attend yourself and then also select your Spouse/Significant Other and any Guests who plan to attend.

After you have made your selections for Early Arrival and Amish Dinner 'click' the **Next** button taking you to the **Cart & Scooter Information and Waiver** page.

5. Cart & Scooter Information and Waiver - If you will be bringing, renting, or using a Golf Cart, Handicap Cart, or Motorized Scooter while attending this MOC Rally, select "**Yes**", read the cart usage and insurance waiver information and acknowledge the related statements.

If you will **not** be bringing, renting, or using a Golf Cart, Handicap Cart, or Motorized Scooter while attending this MOC Rally, select "**No**".

In either case, click **Next** for the **Registration Summary** page

6. Registration Summary - Verify that this information is correct and then "click" the **Next** button taking you to the **COVID-19 Important Information** page.

7. COVID-19 Information - Read the COVID information and then "Click" the **Next** button taking you to the **Order Summary / Payment** page.

8. Payment - Click on the **Credit Card** button, complete the required information, agree to the **Terms and Conditions**, and click" on the **Submit** button to complete your registration.

- You will receive a registration **Confirmation Number** and **Registration Summary** to confirm your registration is complete.
- You cannot edit any of the data displayed on the Confirmation Page.
- **You will then receive an email confirmation from MOC Rally Registration, be sure to check your spam filter if you don't receive your email very soon after registration.**

Please note: The name that will show up on your credit card statement for the fees is:

Rally N Events LLC

Note: You cannot book your campground reservation for the Rally directly with the Elkhart County Fairgrounds. It will automatically be booked for you thru the Cvent on-line registration process.

However, campground reservations for a departure date **after 9/16** must be made directly with the Elkhart County Fairgrounds - (Phone – **574-533-3247**).

2023 MOC Rally Refund Policy:

- The cut-off date for rally registration is July 15, 2023 @ 11:59 pm.
- Any cancellation prior to the cut-off date will be charged a \$50.00 cancellation fee.
- After the cut-off date, a partial refund will be considered only after the Rally has ended and all bills have been paid. Any refund considered at that time will have a \$100.00 cancellation fee included.

Note: Any of our Canadian friends that register for the Rally will not be charged a cancellation fee if the United States/Canadian border is not open to allow them to travel to or from the States. If the border is open, the above refund policy will be enforced.

Click [HERE](#) to start your registration.