
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 and also have a valid credit card available.

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 for more details.

1. Start a new registration - Enter and verify your email address, then 'click' the Continue button to proceed to the next screen/page.

Choose Registration type – Select one.

2. Personal Information – This section is for registration of MOC member, significant other, guests and additional contact information.

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

Note: A "*" indicates 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.

If you don't know or remember your MOC Member number, click on the "User CP" in the thin brown ribbon near the top of the Forum Home page. Then on the left side of the page click on "Your Profile" and lastly click on "About Me" to see your personal information including your Montana Owners Club Number.

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.

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 Personal Information fields are completed, 'click' the **Next** button to proceed to the screen which confirms the "Arrival Date" and related "Rally Fees" you have chosen.

Verify that your **arrival date and items selected is correct** and "click on" the **Next** button taking you to the "Optional Activities" page which we are not using at this time, so "click" on the **Next** button again taking you to the **"Covid-19 information shown below:**

Covid-19 Important information

In an effort to protect our member attendees, Rally sponsors, vendors and fairgrounds staff, it is highly recommended that you have been fully vaccinated for the Covid-19 virus prior to attending the 2021 Montana Owners Club National Fall Rally.

Additionally, all attendees must comply with the current Elkhart County and State of Indiana Covid-19 virus requirements in place at the time of the Rally.

Requirements may include, but not limited to, wearing a face mask (self-provided) and practicing social distancing.

The Rally will provide hand sanitizing stations and a protocol for disinfecting facilities as needed.

Your cooperation would be greatly appreciated by all. BE SAFE! BE KIND!

____ I have read, understand and agree to comply.

____ This also applies to everyone in my party.

You will be required to check both boxes in order to continue your registration.

When done, "click" on the **Next** button again taking you to the **"Registration Summary"**.

Once again, verify that this information is correct and then "click" the **Next** button taking you to the **"Order Summary"** and **"Payment"** page.

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 later departure dates **after 9/16** must be made directly with the Elkhart County Fairgrounds - (Phone – 574-533-3247).

The 2021 MOC Rally Refund Policy is as follows:

The cut-off date for rally registration is July 31, 2021 @ 11:59 pm.

Any cancellation prior to the cut-off date will be charged a \$25.00 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.

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 opened to allow them to travel to the States. Once the border opens, the above refund policy will be enforced.

Now that you are ready, click on the following link to REGISTER:

<https://web.cvent.com/event/18aed028-5868-4b90-a942-abe1bc027a24/summary>