

## Cvent Reservation Help Getting Started

The new Cvent Reservation System, which launched on Dec. 18, is working properly, and many transactions are coming in from members every day.

The first step is to Register in the new Cvent Reservation System, which gives you your Confirmation #. The Confirmation # becomes your password to log into the Cvent Reservation System. To Register and get your Confirmation #, click [HERE](#), and then click on the "**Initial One Time Registration**" button and follow the instructions.

Below is some information on how to utilize the reservation system:

Once you have your Cvent Reservation System Confirmation # you are all set to make a reservation for any club activity or to place yourself on a Waitlist for an Activity that is full. You can retrieve the Confirmation # at any time from the login page.

Below is info on making a reservation:

- Just go to [vssclub.org](http://vssclub.org). Click on the Activity Signup tab. You will see the full list of available activities, name, date, time, price, and location.
- Instructions are also on this page, above and below the Activity listing.
- When you see an activity you are interested in, click on the activity name. This will take you to the detailed webpage about that activity.
- From there you can click on the link to "Add This Activity" to your account. When in the Cvent Reservation System, remember you are Adding Activities.
- Now you can log in and move through the screens by clicking the buttons with say "Next" or "Add More Activities."
- To put Yourself on a waitlist, if the Activity is full, you go through the same process as making a reservation. But, when you come to the Cvent page with all the available Activities, that full Activity will offer the Waitlist and not a reservation. Just click on the little box next to Waitlist, and you will be all set.

I hope this helps

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