

Baker Street Irregulars 2017 Weekend Online Registration – GENERAL SHERLOCKIAN AT LARGE
(page 1 of 2) November 20, 2016

We recently implemented an online data entry system for 2017 BSI Weekend reservations. Payment for Domestic reservations will continue to be made by US\$ check or money order. International reservations may be paid for via PayPal, as before. Assuming we successfully accomplish online data entry this year, then for the 2018 Weekend we plan to implement online payment processing as well.

The BSI **General** registration site corresponds in format to the paper reservation forms we've used for years. It contains a shopping list of events and hotel options for which you may register, and you'll be stepped through the system with ease; use the sliding bar on the right side of the screen to maneuver up and down. A running total is displayed at various stages while you're entering your reservations, with a grand total at the conclusion of the process—your Total Fee (payment amount).

Data Entry – Enter the information that is relevant to you; skip over items you do not want to register for. The data opportunities are:

- Participant Contact Information (required)
- BSI Distinguished Speaker's Lecture – limit of 3
- BSI Cocktail Reception – name(s) requested
- Baker Street Journal Subscription (Domestic or International)
- Accommodations – at Roosevelt Hotel
- Yale Club Guest Card – for those not staying at Yale Club but want to purchase food/beverage
- Notes – for any special requests, limitations (e.g. hearing, dietary, mobility)
- Billing Information – NOTE: this section displays an option for credit card processing "Credit Card (Option NOT Available)" which is disabled this year since we require payment by check or money order, so **ignore credit-card-related fields** and **do click on the option "Check or Money Order (REQUIRED)"**. For **International Members paying by PayPal**, please also check on this option to complete your reservation processing and get your total fee, and then separately request a PayPal invoice from Mary Ann by email to make payment.
- **"SUBMIT"** button – until you press this button you may go back and forth and adjust your reservations. Once you press **SUBMIT**, the reservations are recorded in the system, and you'll receive the message "Successful Registration is Complete". ***You'll be given the option to print out your Confirmation which you should do at that time.*** Important: please **make a photocopy of your Confirmation and send it with your payment** (this step may only be required this start-up year)

Required Fields - Certain fields are required--these are marked with an asterisk (*). Optional fields (not required) have no asterisk. If you get to the end of the reservation process, and you've overlooked a required field, you'll receive a message to go back (by moving the right sidebar up and down) to fill in the missing information; the field/box in question will be outlined in red. Once required information is entered, the red outline will turn green, and you may proceed to the bottom of the screens to view your Total Fee.

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Payments – For **Domestic** reservations, after you've entered your information and obtained your Total Fee figure, please snail mail your payment (US\$ check or money order) with a copy of your Confirmation, to:

The Baker Street Irregulars
c/o Michael F. Whelan
7938 Mill Stream Circle
Indianapolis, IN 46278

For **International** reservations originating outside the USA, you may request a PayPal invoice by contacting Mary Ann Bradley at MABMFW@sbcglobal.net and one will be sent to you for your payment.

Payments for reservations with hotel accommodations must be received by Saturday, December 3. Reservations without hotel must be received by Saturday, December 10. These are firm dates we must meet as per our Yale Club/Roosevelt contracts, and after which unbooked rooms in our blocks will be released. Once your payment is received, you'll receive a final Confirmation showing payment received and this will be your official Confirmation.

Reminders – Please keep in mind the following:

- You are not alone---if you want/need assistance, please email Mary Ann and support will be provided to you. If you run into a stumbling block, just exit the screen ("X" in upper right corner), and **don't** press the "SUBMIT" button at the bottom of the processing options.
- Book early if there are opportunities important to you such as lecture admission, a particular room type. These are automatically assigned on a first-come, first-serve basis by the online system.
- Please send your payment promptly—we have a somewhat abbreviated registration period given that the BSI Weekend is at the beginning of January, and our guaranteed head-counts need to be given to our venues in December.
- If, after submitting your choices, you must make a change to your reservations in any way, or need another copy of your Confirmation, please email Mary Ann at MABMFW@sbcglobal.net for assistance rather than experimenting with the system.

As a courtesy, we're allowing a few days of lead time to BSI Members, then BSI Dinner Guests, then Sherlockians-at-large to secure the bookings they wish, so please proceed with your reservations at your earliest opportunity.

And so, to begin, CLICK this link to the new registration system at:

<https://bsi.regfox.com/general2017>
(no password is needed)

"... the game's afoot"