

1. **Register Now** button on event page



Annual Holiday Party
Members Only

DATE
December 12, 2017

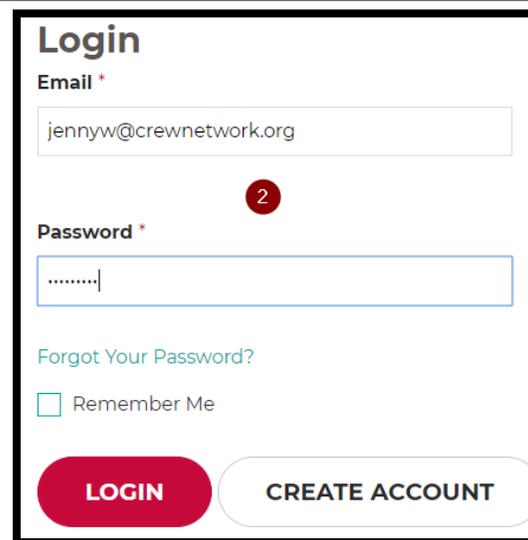
LOCATION
**Element
Restaurant &
Lounge**

TIME
5:00 - 8:00 PM

REGISTER NOW

The image shows a promotional card for an event. It features a white background with red and teal text. On the right side, there is a vertical image of a Christmas tree with lights and a red napkin on a white plate. A red box highlights the teal 'REGISTER NOW' button, with a small red circle containing the number '1' next to it.

2. **Login**



Login

Email *

jennyw@crewnetwork.org

2

Password *

.....|

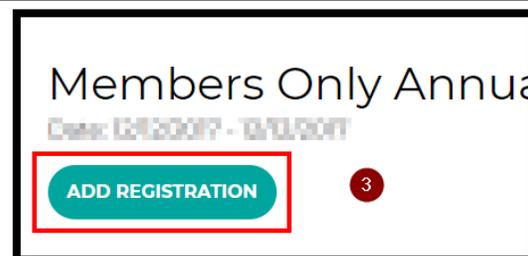
Forgot Your Password?

Remember Me

LOGIN **CREATE ACCOUNT**

The image shows a login form with a white background. It has two input fields: one for email and one for password. The password field is masked with dots. Below the password field is a link for 'Forgot Your Password?' and a checkbox for 'Remember Me'. At the bottom, there are two buttons: a red 'LOGIN' button and a white 'CREATE ACCOUNT' button. A red box highlights the 'LOGIN' button, with a small red circle containing the number '2' next to it.

3. Click **Add Registration**



Members Only Annual

DATE: 12/12/2017 - 12/12/2017

ADD REGISTRATION

3

The image shows a partial view of an event page. It features a white background with black text. At the bottom, there is a teal 'ADD REGISTRATION' button. A red box highlights this button, with a small red circle containing the number '3' next to it.

4. Identify if you are registering **yourself** or **someone else**.

If you need to do both, select **Myself** first and you can add additional registrants later.

This allows you to login as yourself and register a colleague after you have already registered. It also allows an executive assistant to use their own login to register multiple people as availability is confirmed.

The screenshot shows the 'Add Registrant' form for the event 'Members Only Annual Holiday' on the dates 12/12/2017 - 12/12/2017. The form has a red header. Below the header, it asks 'Who would you like to register?' with two radio button options: 'Myself' (unselected) and 'Someone Else' (selected). A red box highlights these options, and a red circle with the number '4' is next to the 'Someone Else' option. Below the options are 'CANCEL' and 'NEXT' buttons. At the bottom of the form, there is a grey bar labeled 'Select Fees'.

5. If "someone else" is identified in the previous step, you will **search for the name** to see if they have an existing record in the system from a previous event or connection.

The screenshot shows the 'Add Registrant' form with search fields. It asks 'Who would you like to register?'. There are two input fields: 'Last Name *' with the value 'doe' and 'First Name' with the value 'jane'. A red box highlights these fields and the 'SEARCH' button. A red circle with the number '5' is next to the 'SEARCH' button. To the right of the 'SEARCH' button is an 'ADD INDIVIDUAL' button. Below the search fields is a 'CANCEL' button.

6. From the results, you can **Select** the name of the individual you would like to register.

7. If their information does not appear in the search results, click **Add Individual** to be prompted to add name, email and company name into the system to create a record for the person.

The screenshot shows the 'Add Registrant' form with search results. It asks 'Who would you like to register?'. There are two input fields: 'Last Name *' with the value 'wagnerbach' and 'First Name' which is empty. To the right of the input fields are 'SEARCH' and 'ADD INDIVIDUAL' buttons. A red circle with the number '7' is next to the 'ADD INDIVIDUAL' button. Below the input fields is a table with search results. The table has columns for 'Last Name', 'First Name', 'Organization', and 'Title'. There are three rows of results, each with a 'SELECT' button to its left. A red circle with the number '6' is around the 'SELECT' button for the second row.

	Last Name	First Name	Organization	Title
<input type="button" value="SELECT"/>	wagnerbach	Candice	CREW Justice	
<input type="button" value="SELECT"/>	wagnerbach	Angela	CREW	
<input type="button" value="SELECT"/>	wagnerbach	Zenny	CREW	

8. When adding a new individual to the system, you are required to provide their name and a unique email address (e.g. you cannot use your email address for all of your guests). Those are the only required fields.

We also recommend adding company name (for nametag purposes). You have the option to provide other information, if it is known, so their information is populated if/when they register for a future event.

The form is titled "Add Registrant" and includes the following fields: "Email Address *", "First Name *", "Middle Name", "Last Name *", "Organization", "Title", "Address Type *" (with radio buttons for "Business" and "Home"), "Line 1 *", "Line 2", "City *", "State / Province *", and "Country *" (with a dropdown menu currently set to "UNITED STATES"). There is a checkbox labeled "I do not know the address for this person." At the bottom, there are "CANCEL" and "NEXT" buttons, with a red circle containing the number "8" next to the "NEXT" button.

9. **Select the fee** for the individual.
(Only members see member pricing, etc.)

To register a guest at a table you purchased, select the dropdown arrow, and change the 'Guest at a reserved table', and the \$0 fee will appear. Select the **Fee**, then click **Next**. (If you are a sponsor that will receive a complimentary registration, select Sponsor in the dropdown.)

The screen is titled "Add Registrant" and "Select Fees". It shows a dropdown menu for "Registering as a *" set to "Member". Below it is a table for "Registration Fee *". The table has one row with a teal circle icon, the name "CREW- [redacted] - Member", and a fee of "\$0". At the bottom, there are "PREVIOUS" and "NEXT" buttons, with a red circle containing the number "9" next to the "NEXT" button.

This screenshot shows the "Select Fees" screen with the "Registering as a *" dropdown menu open. The menu options are "Guest at a reserved table" (highlighted in yellow), "Guest at a reserved table" (highlighted in green), "Member", and "Sponsor". A red circle highlights the dropdown arrow. Below the menu is the "Registration Fee" section, which is partially visible. At the bottom, there are "PREVIOUS" and "NEXT" buttons, with a red circle containing the number "9" next to the "NEXT" button.

On the **Questions** page, please fill in the sponsoring company name and any other applicable information. Then select **Next**.

Questions

Please provide the following information

Vegetarian

Gluten Free

Other Dietary Restrictions

Sponsoring Company name (if applicable)

additional notes

10. Select **Add Registration** in order to add additional registrants (you'll be directed back to step 6).
11. Select **Finish and Pay** after you are done adding registrants. You will then proceed to the checkout screen to review cart and provide payment.

ADD REGISTRATION 10

Name

Message/Comments

FINISH AND PAY 11

For any questions or assistance, please call Laura Van Alstine at (785) 856-8272.