



Group Registration Guide

Step 1: Create a new account

Group Registration Portal Sign In

Please sign into the Group Registration Portal with your account email address and password. If you have not yet created an account, please click on the 'Create New Account' button.

Sign in

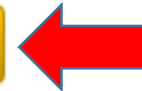
Email Address

Password

Sign in

New Account

Create New Account



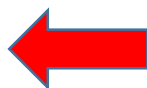
Step 2: Create Group Co-ordinator Details



Group Co-ordinator Details

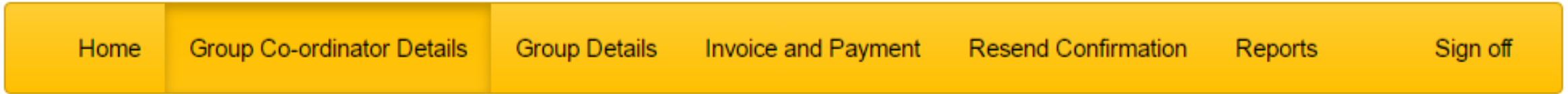
If you have not yet entered the details for your Group Co-ordinator - click on the Create Group Co-ordinator button. If you have already created your Group Co-ordinator, you can edit the details at any time by clicking on the Edit Group Co-ordinator button.

Create Group Co-ordinator



2.2 Click here to create your contact details

After completion you will land at this page



Group Co-ordinator Details

If you have not yet entered the details for your Group Co-ordinator - click on the Create Group Co-ordinator button. If you have already created your Group Co-ordinator, you can edit the details at any time by clicking on the Edit Group Co-ordinator button.

First Name

Last Name

Organization

Address

City

State

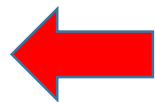
Postcode

Country

Phone

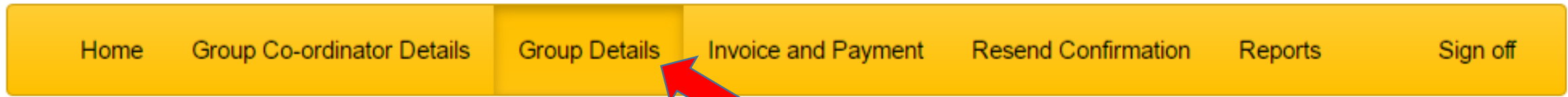
Email

Edit Group Co-ordinator



If you want to make changes to the information you had entered, you can edit it by clicking here

Step 3: Click on “Group Details” to manage your group; key in names, select registration type, etc.



Group Details

On this page you can view and manage all of the attendees that are registered as part of your group.

Using the buttons at the bottom of the page you can add new registrations one by one or you can import multiple contacts via a spreadsheet. Before importing your contacts ensure you have the correct import template by downloading it using the Download Template button. For any contacts in your group that are not yet registered you can use the buttons in the Options column to either register them yourself or send them a link to register via email.


Name	Email	Status	Options
		Not Registered	Register  To register yourself as one of the attendees. Email Registration Link



1. Add registration – Register the attendees here, one-by-one.
2. Import Contacts – You can upload the attendees list using excel here, first by downloading the template “Download Template”.

Step 4: Payment: You can generate invoice for payment, which will be sent to your email.

Home Group Co-ordinator Details Group Details **Invoice and Payment** Resend Confirmation Reports Sign off



Invoice and Payment

Attendees

Name	Email	Status	Amount Required	Amount Paid	Amount Outstanding
			450.00	0.00	450.00
Total			450.00	0.00	450.00

[Group Payment](#)

Invoices

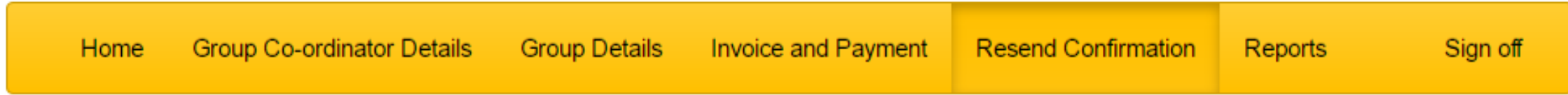
Invoice Number	Date	Amount
Open		450.00

[Create Invoice](#)



To generate invoice

Step 5: Confirmation Email



Resend Confirmation

<input type="checkbox"/>	Name	Email	Status	Options
<input type="checkbox"/>			Registered	View Confirmation

View confirmation email that was sent to each individual.

CC Email

[Resend Confirmation](#)

You can re-send individuals confirmation email. Select names to send.



Registration Details

Registration ID : 260
Country: Singapore

Dear

Thank you for your registration. Please check your registration details below. If you make any modifications, please relogin using the link [Registration](#)

[Registration](#)

END