

Objective: Using the Batch Register Button in the Registration Tab

Scenario: You have several people you would like to Register for an Event. The Batch Register button allows you to mark several People and Register them all at once.

Step 1: Click the People Tab. Click the Listing Tab. (Fig. A)

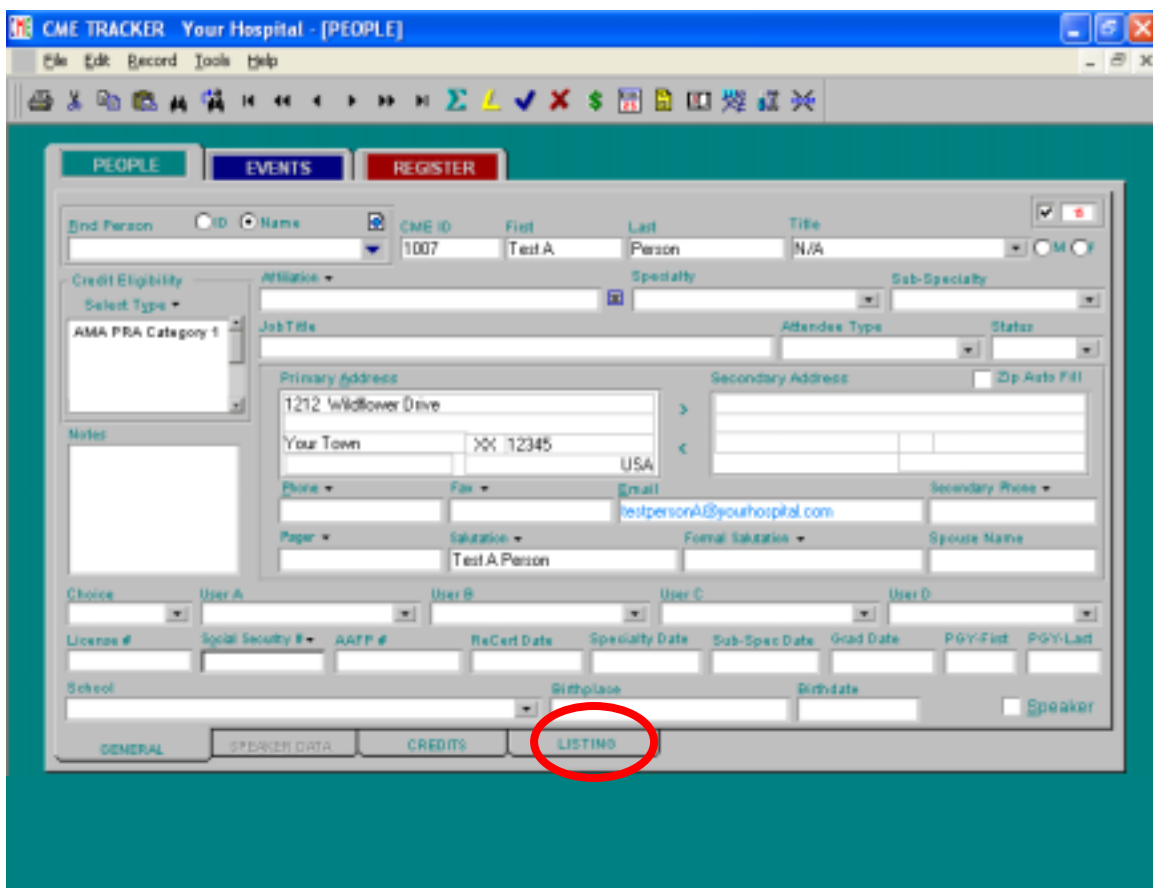


Fig. A

Step 2: Click the Blue Marking tool. The PEOPLE LISTING popup appears. Click to check Unmark All Records. Click OK. (Fig. B)

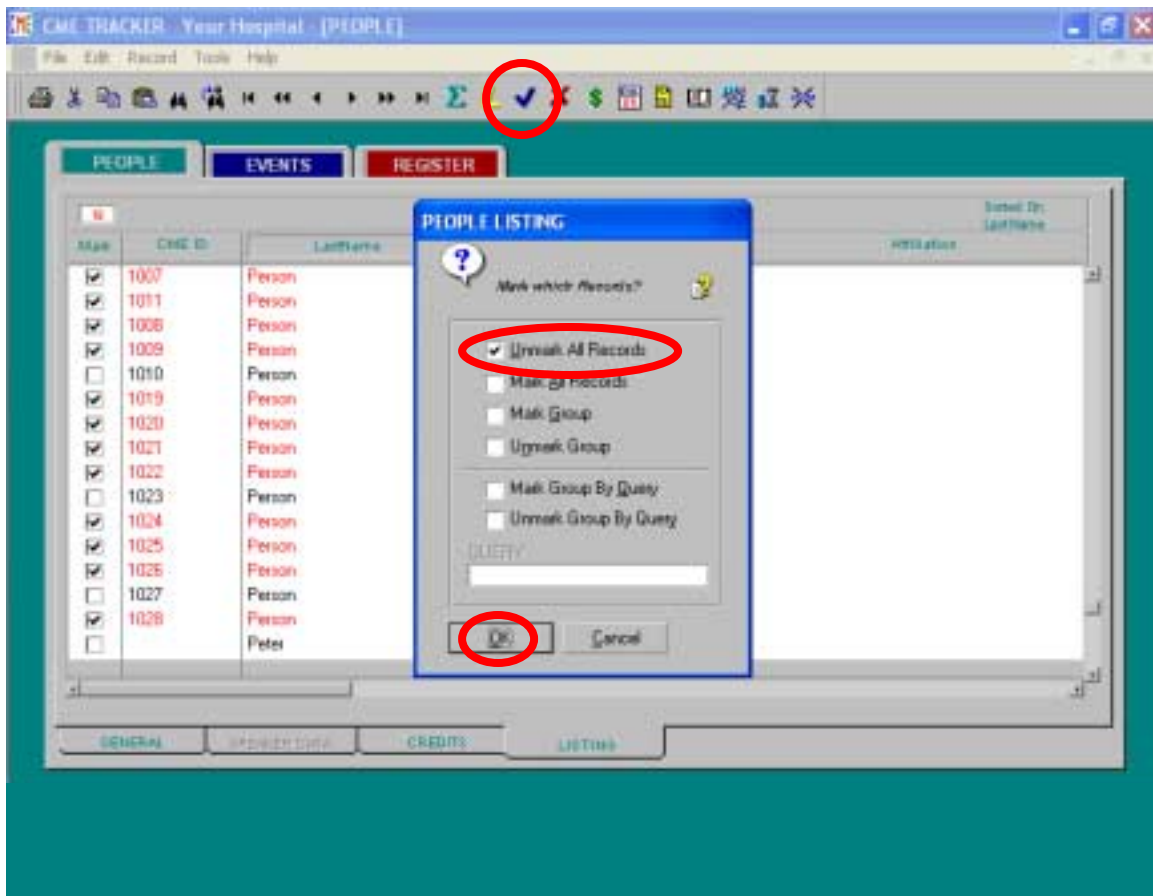


Fig. B

Step 3: Click to check the box in the Mark column next to the People you want to Register. (Fig. C)

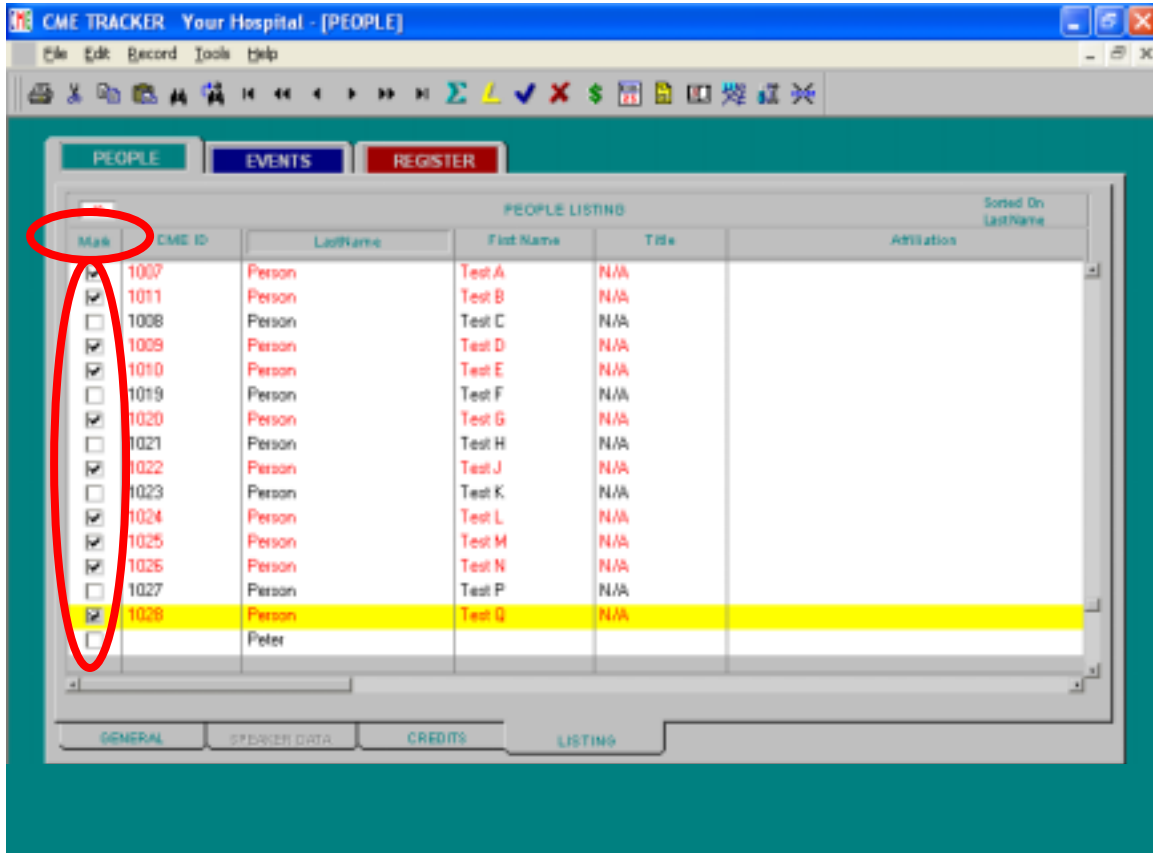


Fig. C

Step 4: Click on the Register Tab. Click the Find Event dropdown to locate the event that you want to Register People for. Click the Batch button. (Fig. D)

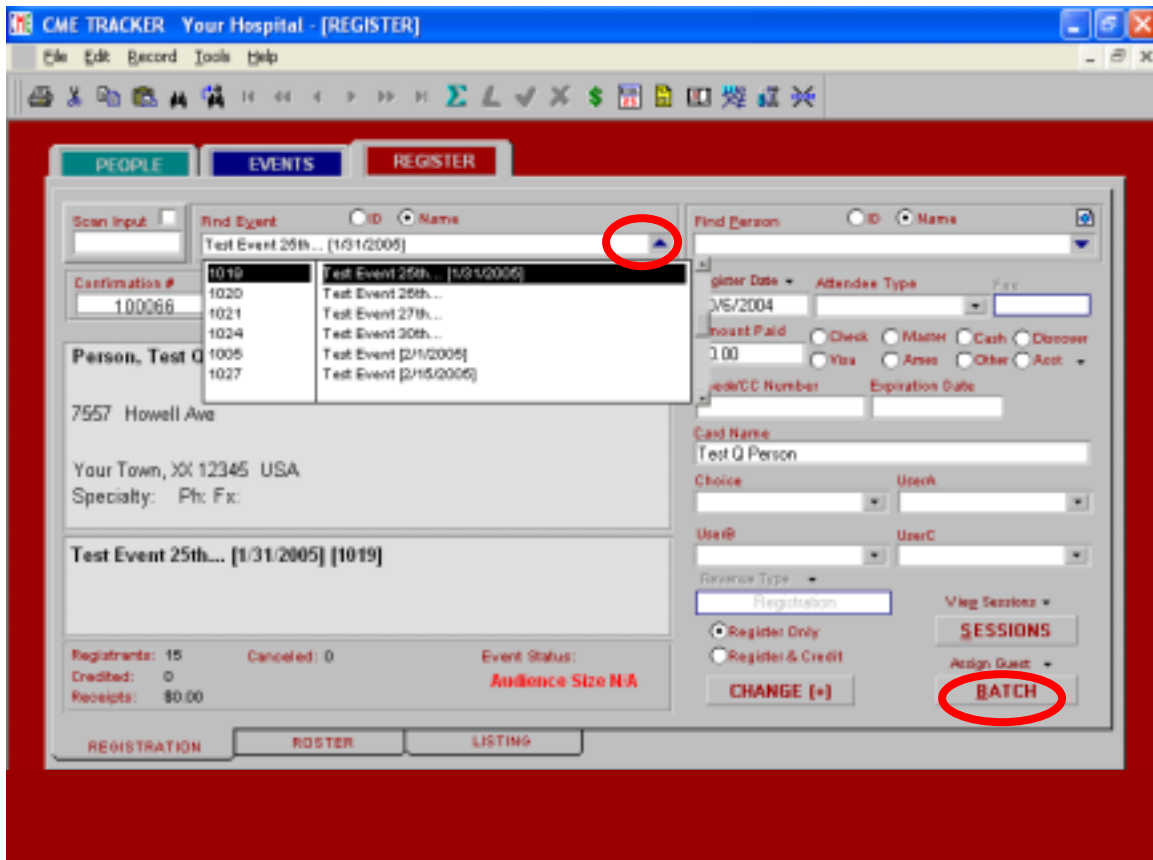
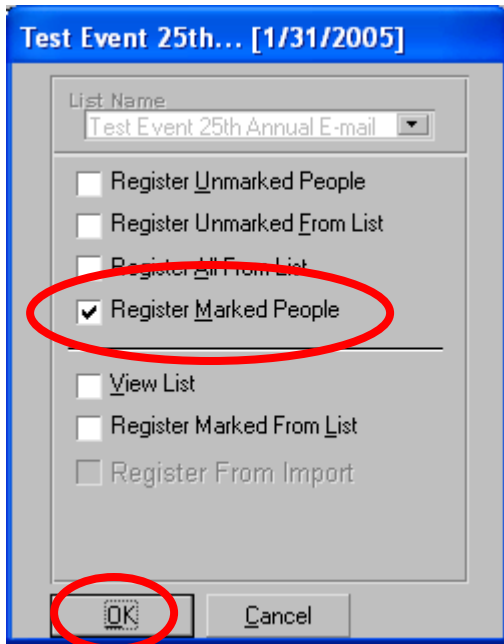


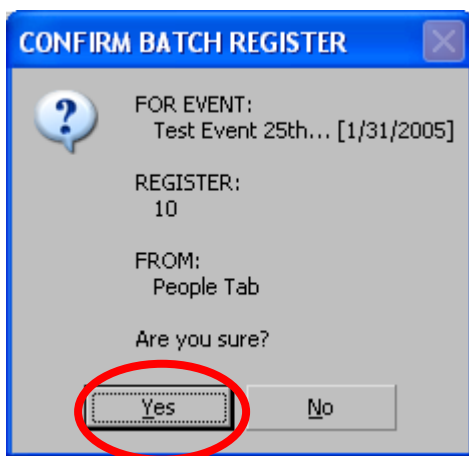
Fig. D

Step 5: A popup appears with the Event listed at the top. Click to check the box next to Register Marked People. Click OK. ([Fig. E](#))



[Fig. E](#)

Step 6: The CONFIRM BATCH REGISTER popup appears, showing the number of People that will be Registered from the People Tab. Click Yes. ([Fig. F](#))



[Fig. F](#)

Step 6: The Batch Register popup appears, showing you that the Batch Registration is complete. Click OK. ([Fig. G](#))



[Fig. G](#)

Result: Batch Registration automates the registration process so that you may register several people at one time.