

Tutorial

Objective: Registering People for an Event that Contains Sessions.

Note: The Tutorial- Adding Multiple Sessions to an Event will be helpful in completing this Tutorial.

Scenario: You have created a Master Event that has Sessions attached and you would like to Register People for both the Master and the Sessions.

Step 1: In the **Events** section

- Click the **Find Event binoculars** to find the Master Event that you would like to Register People in.
- From the dropdown box, click on the Event, press **Enter**
(Note: Master will appear at the bottom of the page along with the Event ID)
- Click the **Register Icon**. (Fig. A)

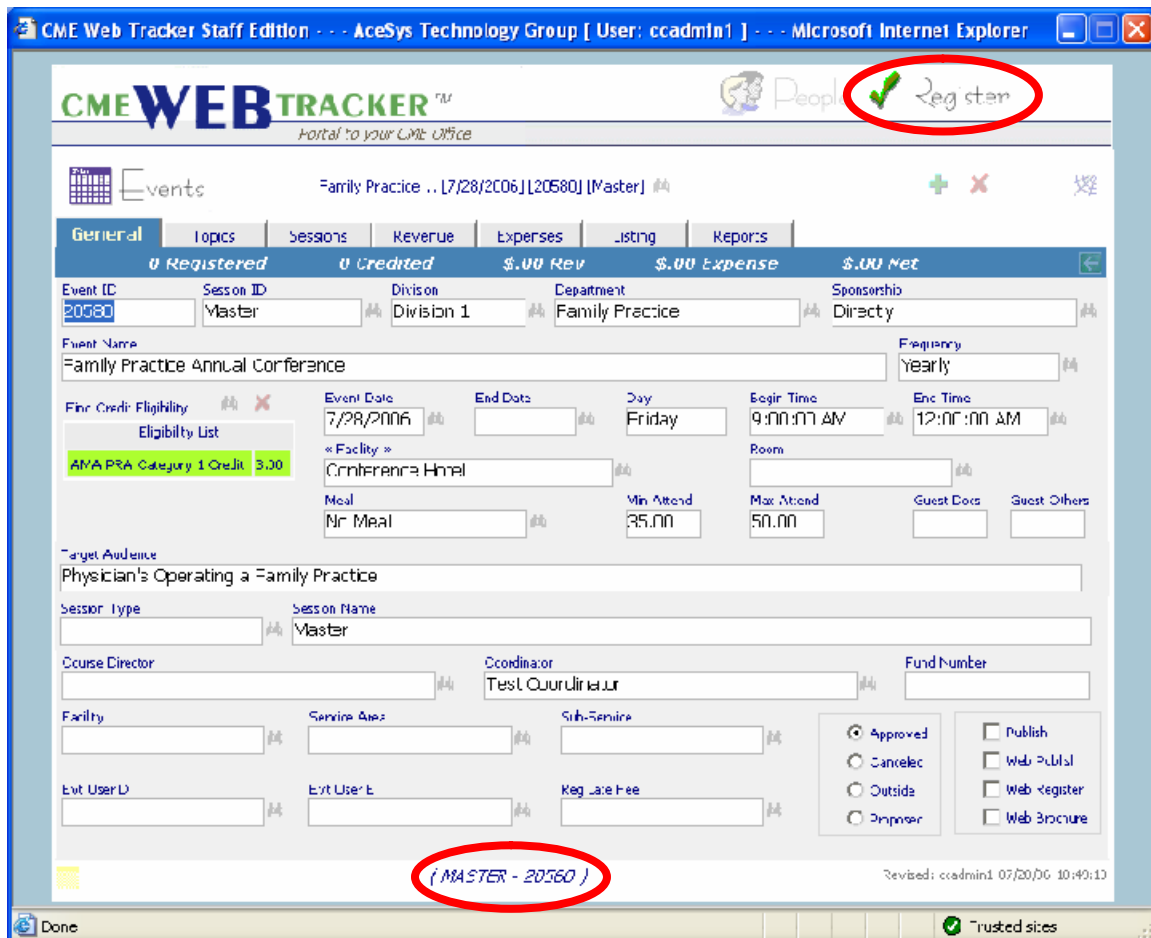


Fig. A

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Step 2: You are now in the **Register** section

- Click the **Find Person** binoculars to find the person that you want to register for the selected Master Event.
- From the dropdown box, select the person, press **Enter**
- Click the **Register Only** radio button
- Click the **Register/Change** button.
- Click the **Sessions** tab. (Fig. B)

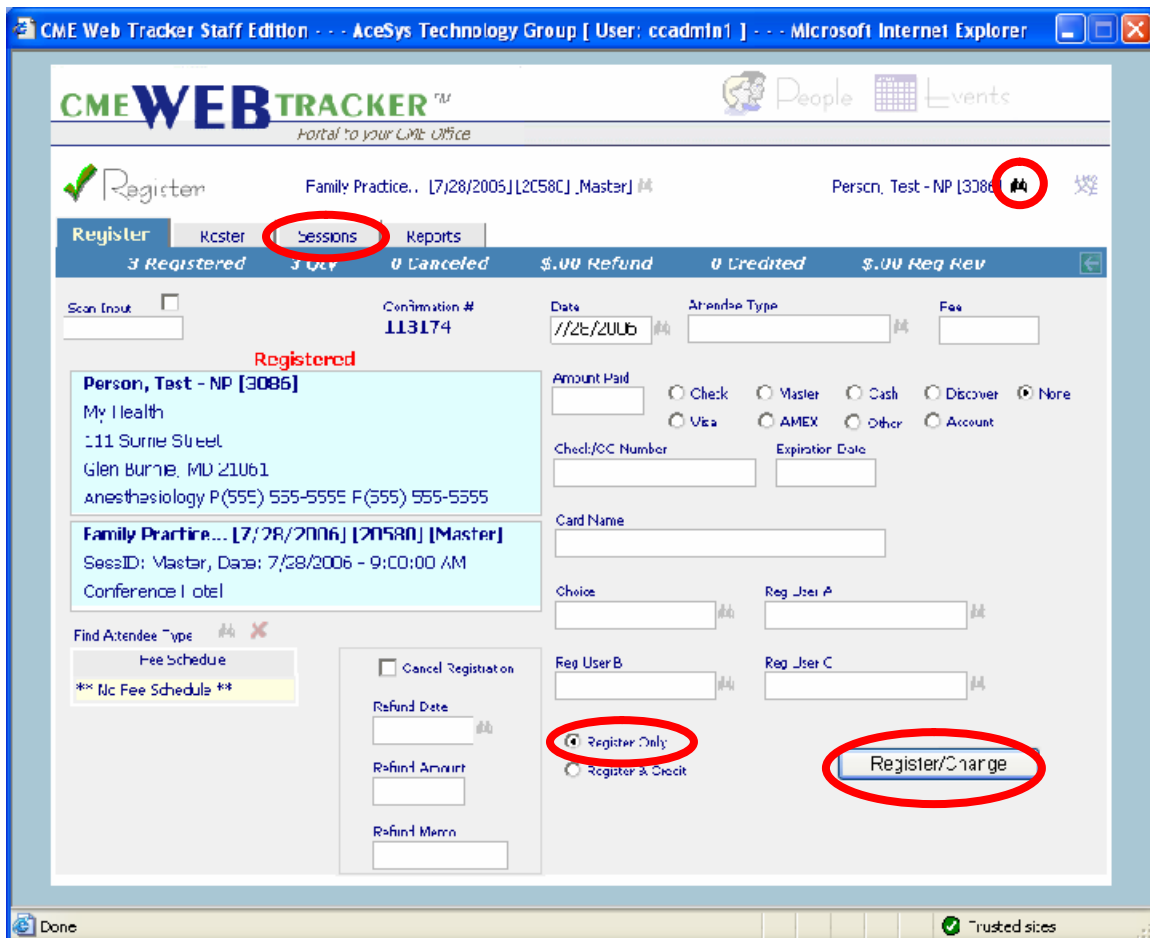


Fig. B

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Step 3: You are now in the **Sessions** tab

- a. Click to “check” the box in the “**Reg**” column to “register” this person for any session or sessions that they will be attending.
- b. To Register another Person, click the **Register** tab and repeat Steps 2 and 3. (Fig. C)

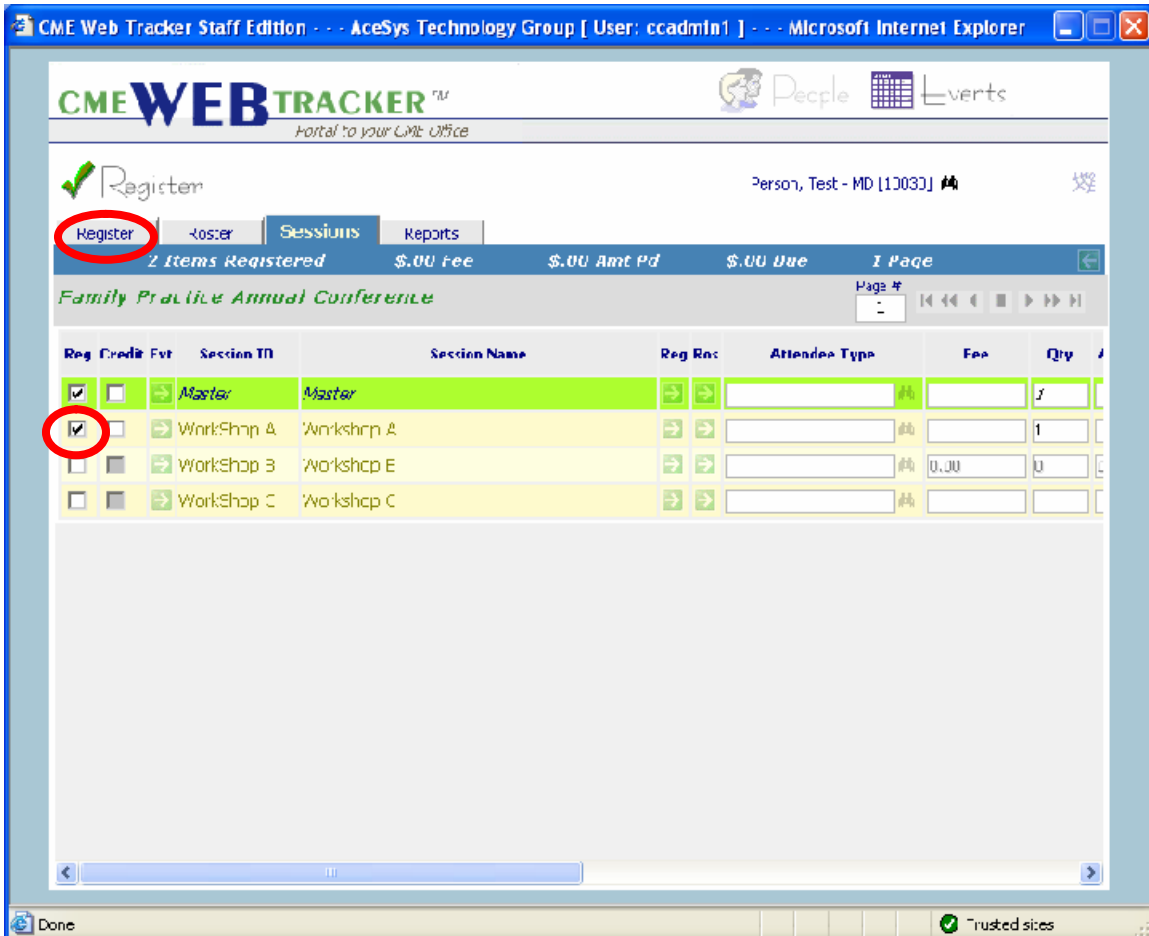


Fig. C

(**Note:** A person must be Registered in the Master Event before being allowed to Register in any Sessions).

Result: You have successfully Registered People in a Master Event and in any Sessions they will be attending.