How to register individuals and their guests on behalf of your organization.

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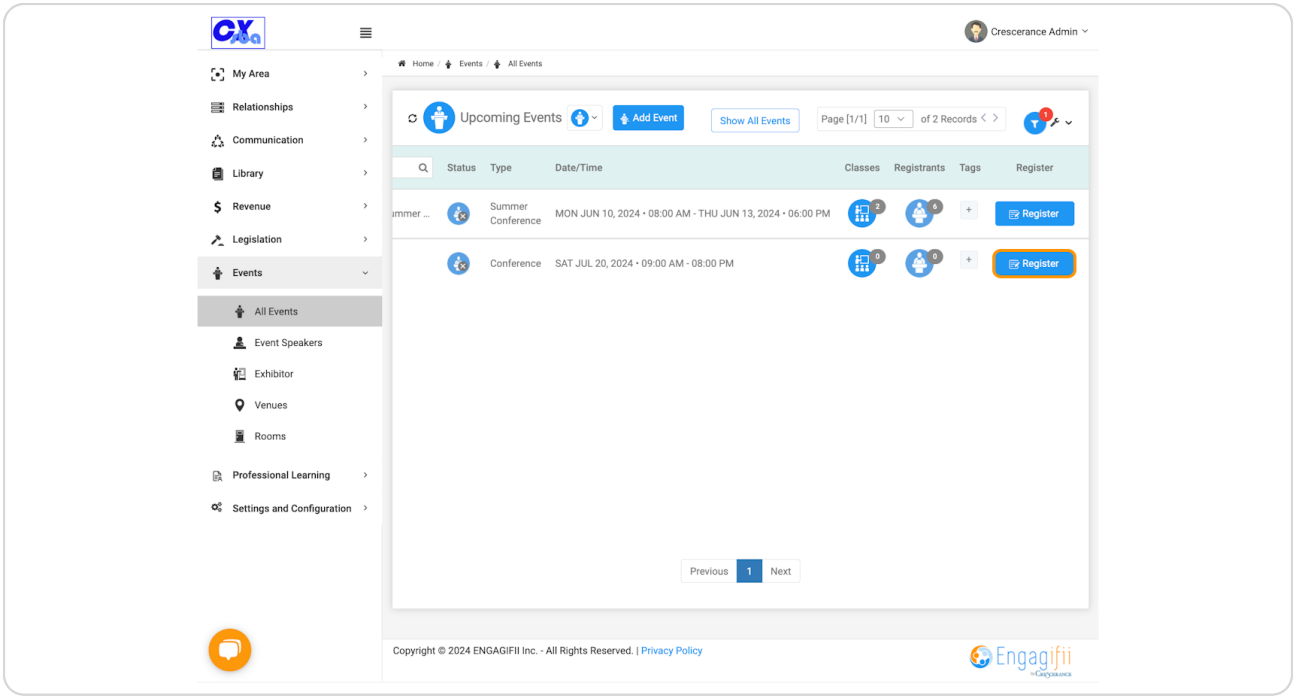
Created by	Creation Date	Last Updated
Engagifii Inc.	February 19, 2024	February 19, 2024

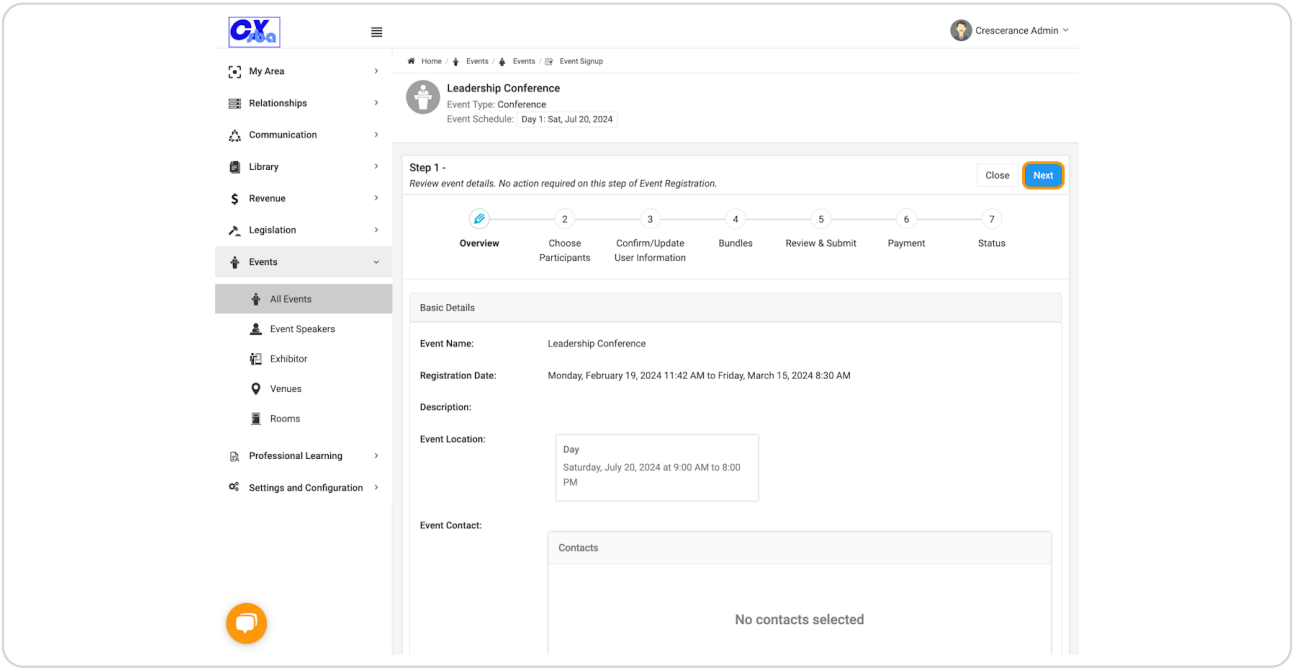
STEP 1

Click on Register



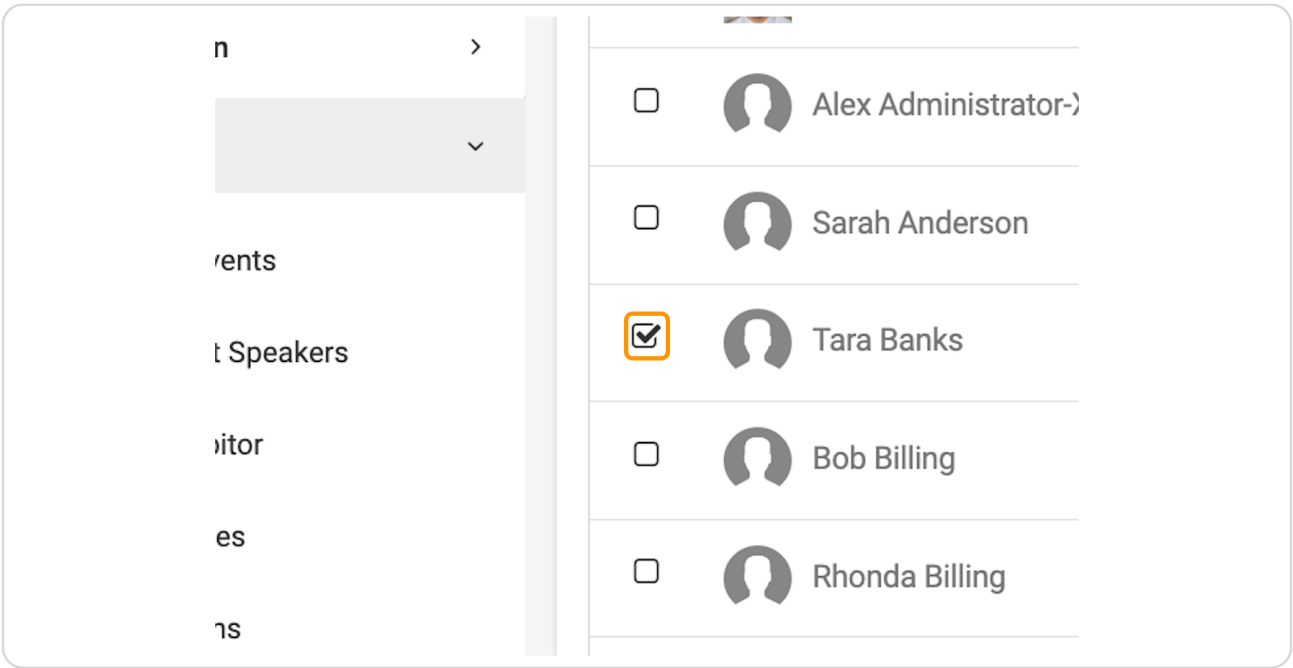
STEP 2

Click on Next



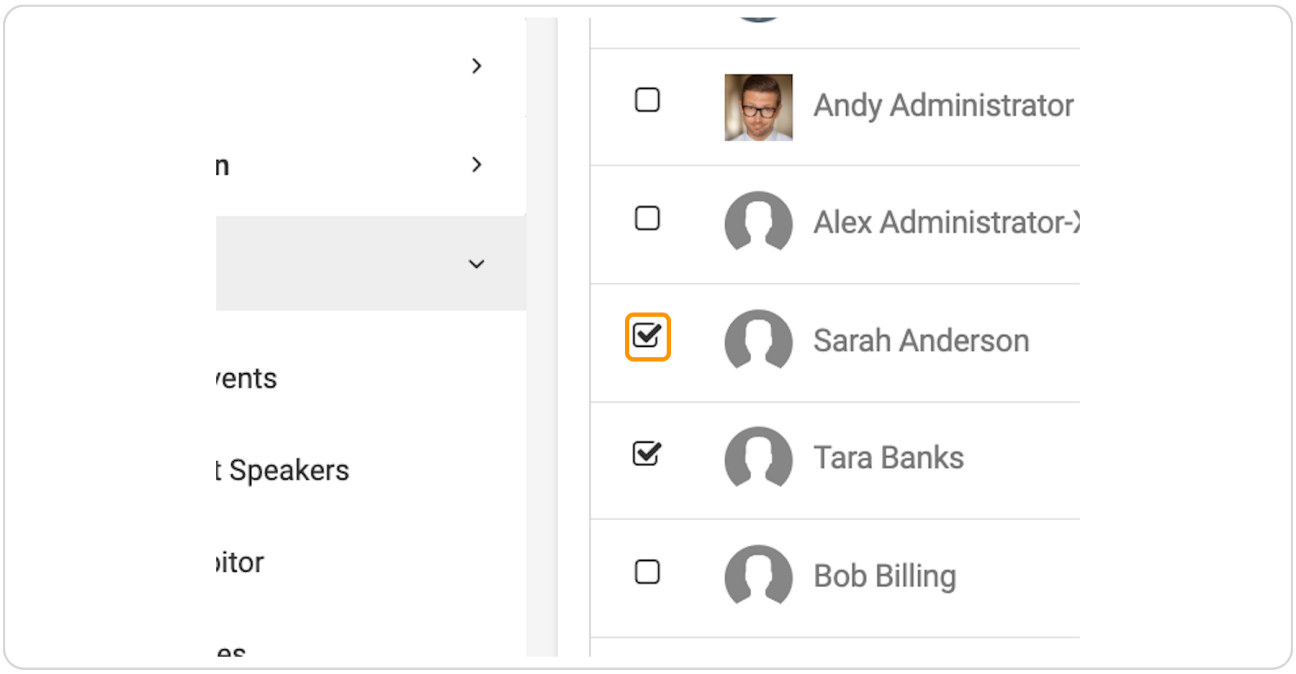
STEP 3

Select individuals from your organization to register



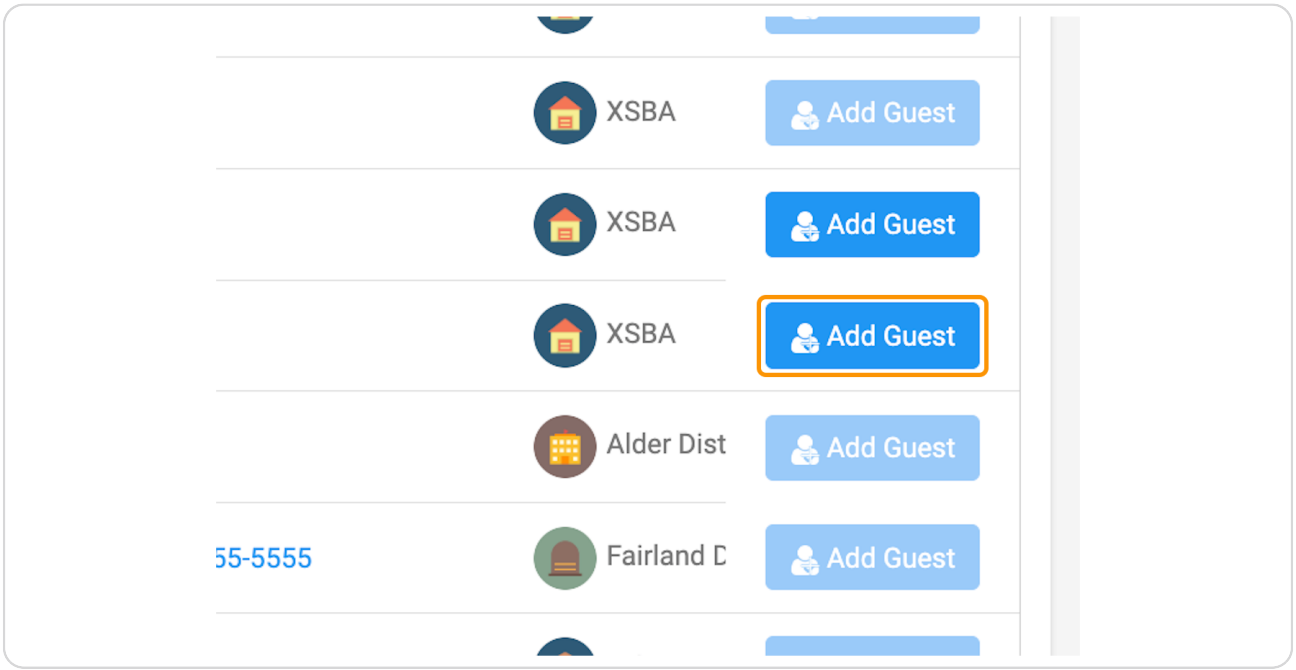
STEP 4

Select individuals from your organization to register



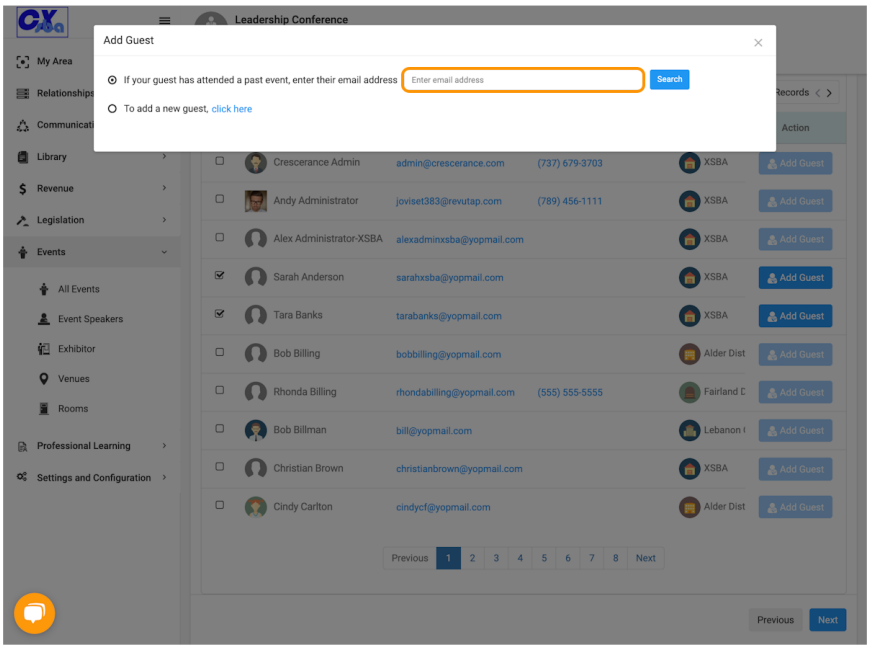
STEP 5

Click on Add Guest on the individual bringing a guest.



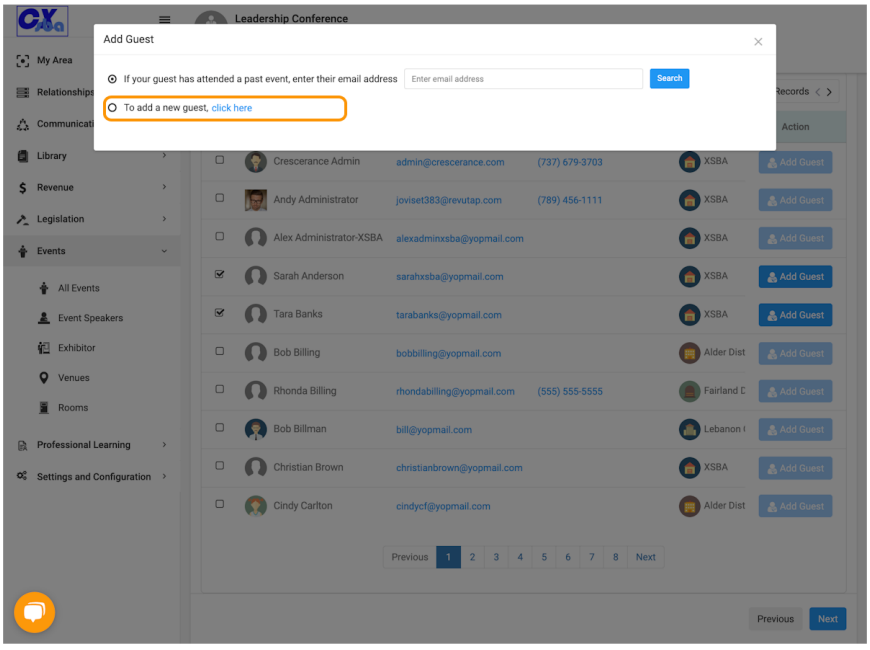
STEP 6

If the guest has attended previously then search their email address here



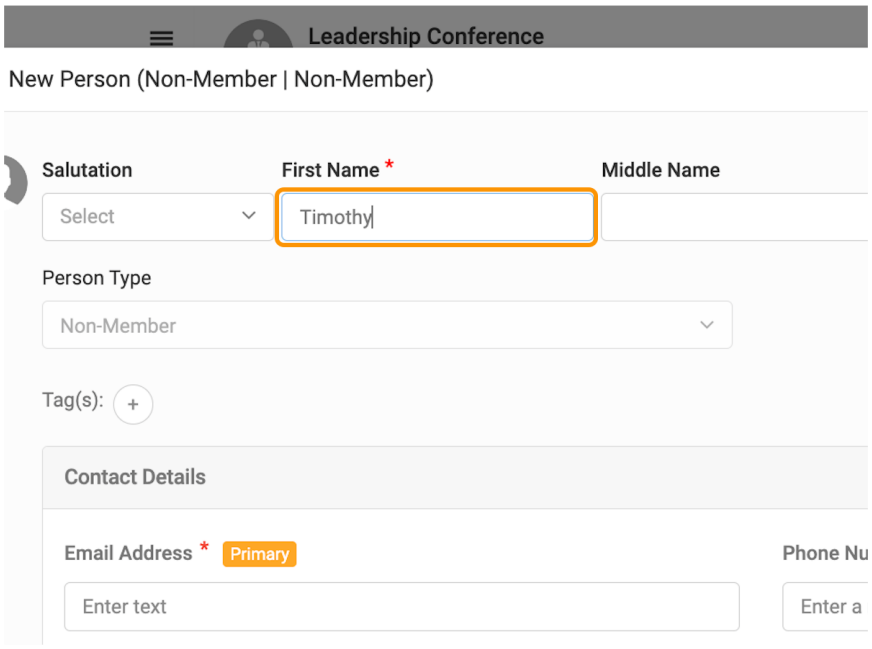
STEP 7

If this is a new gues click to add a new guest



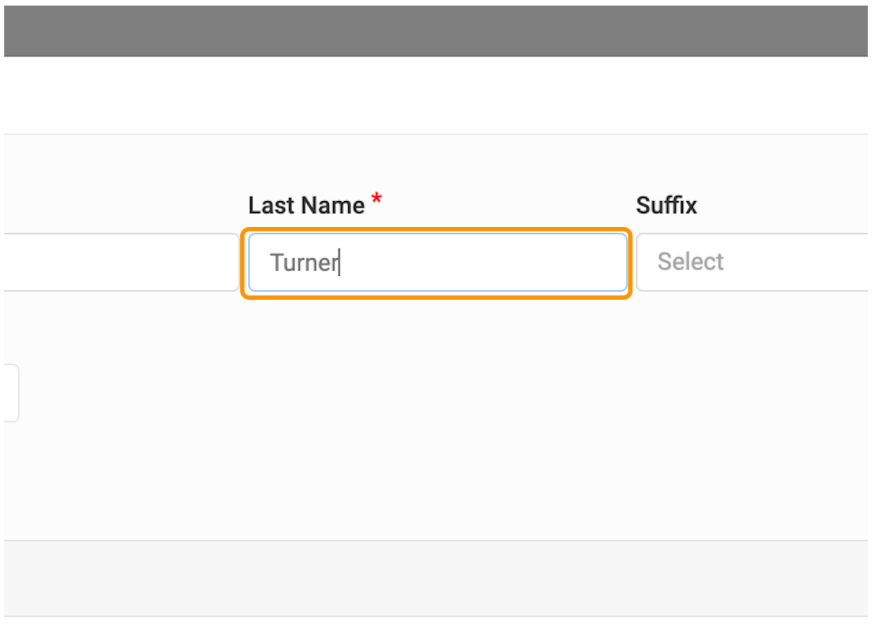
STEP 8

Enter Guest Information



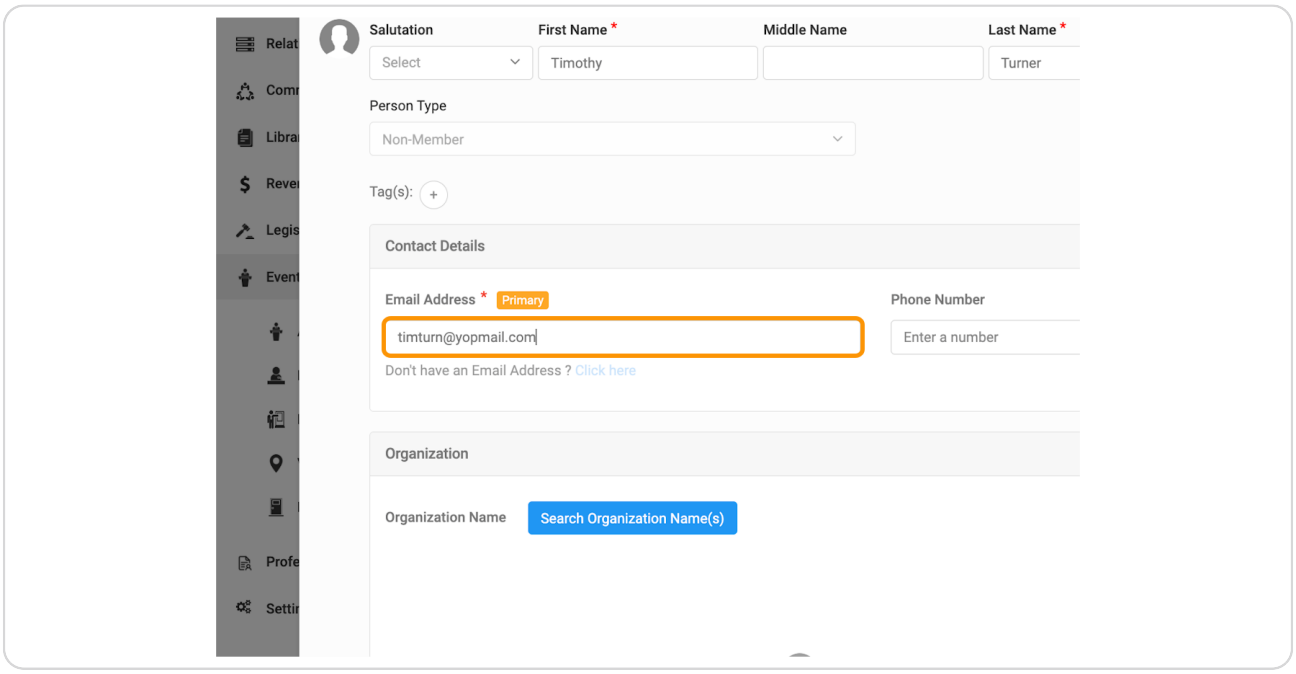
STEP 9

Enter Guest Information



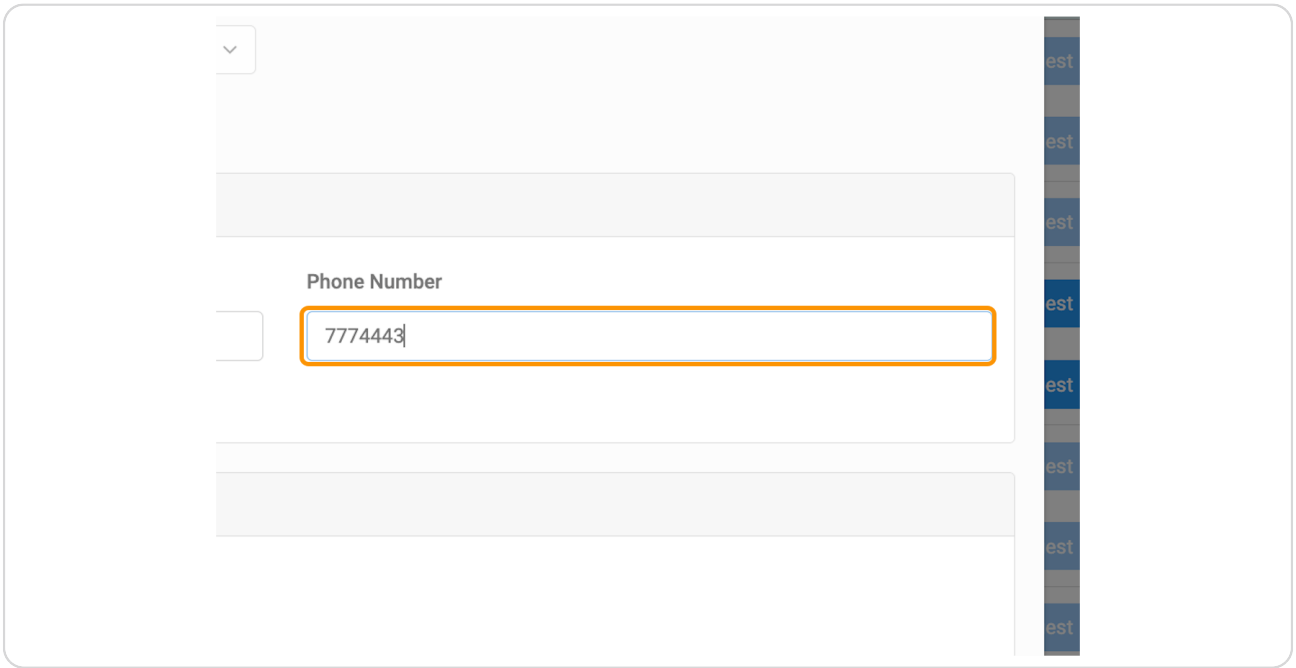
STEP 10

Enter Guest Information



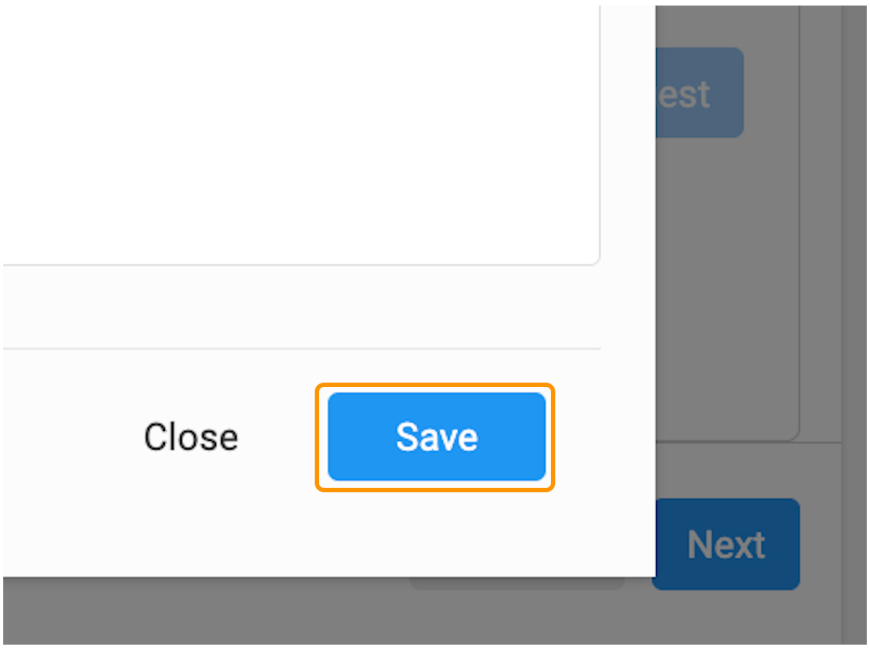
STEP 11

Enter Guest Information



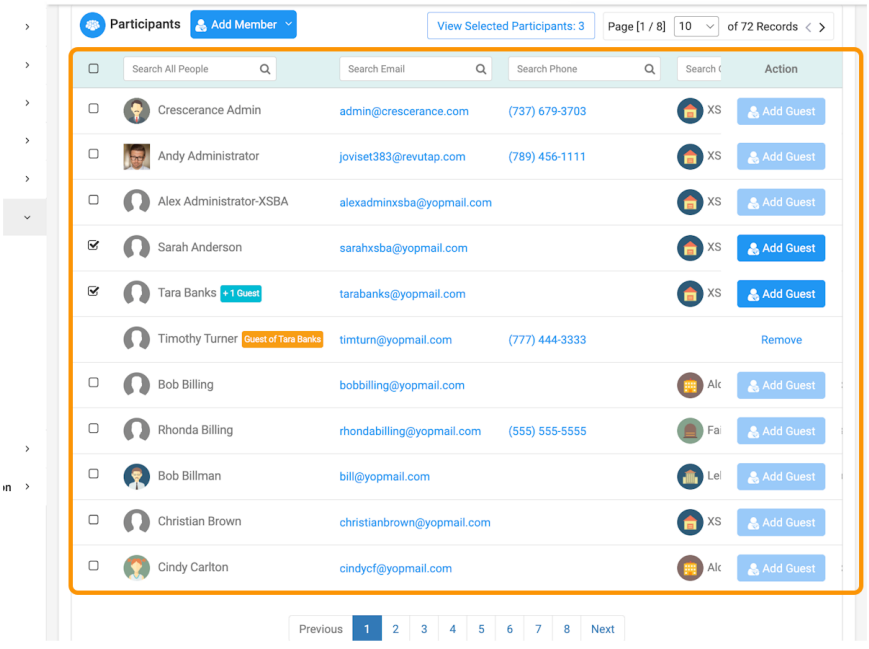
STEP 12

Click on Save



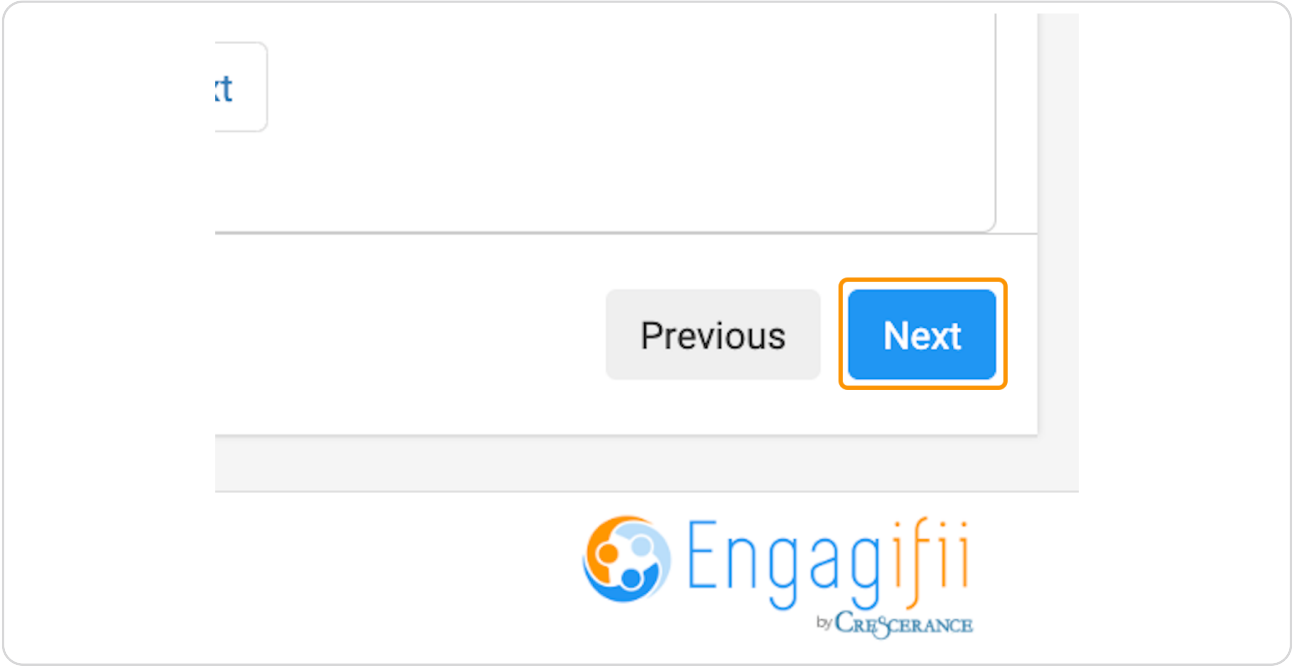
STEP 13

Here you have your attendees and their guests selected.



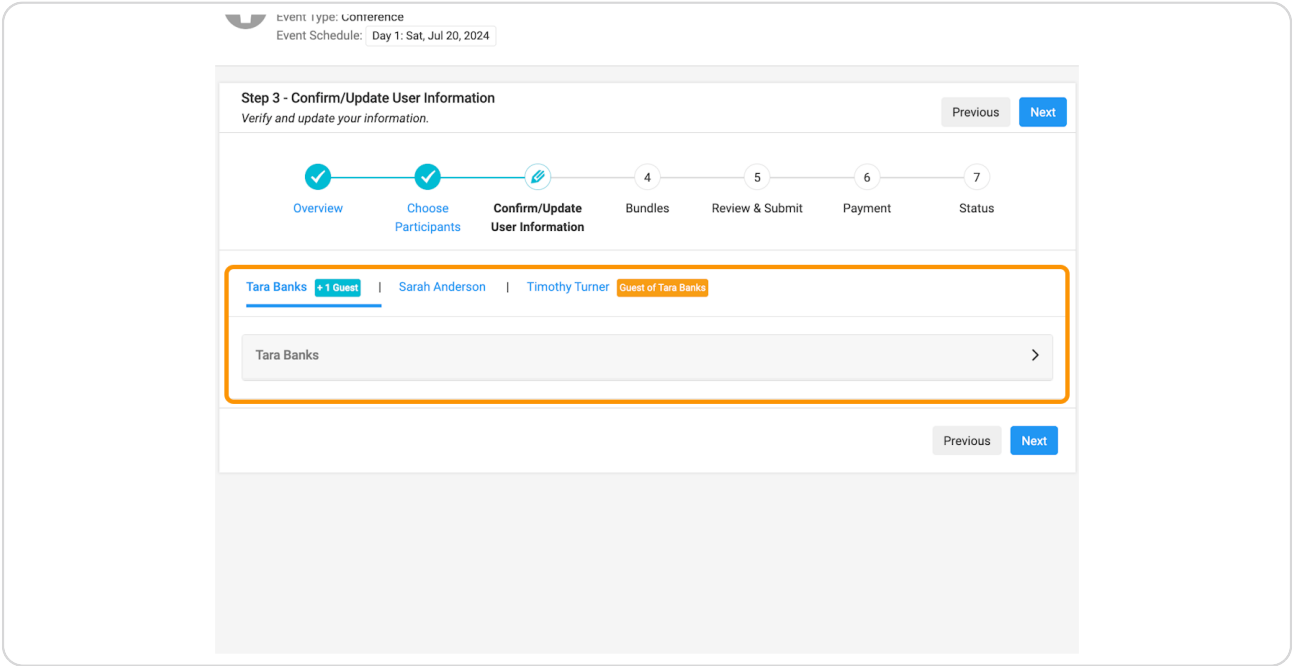
STEP 14

Click on Next



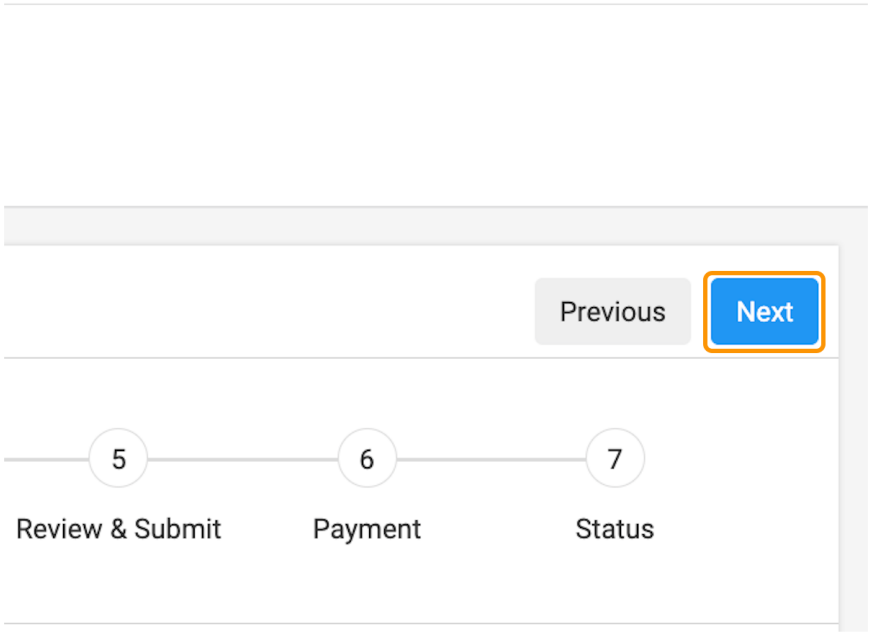
STEP 15

You can confirm the information of each of your attendees and guests



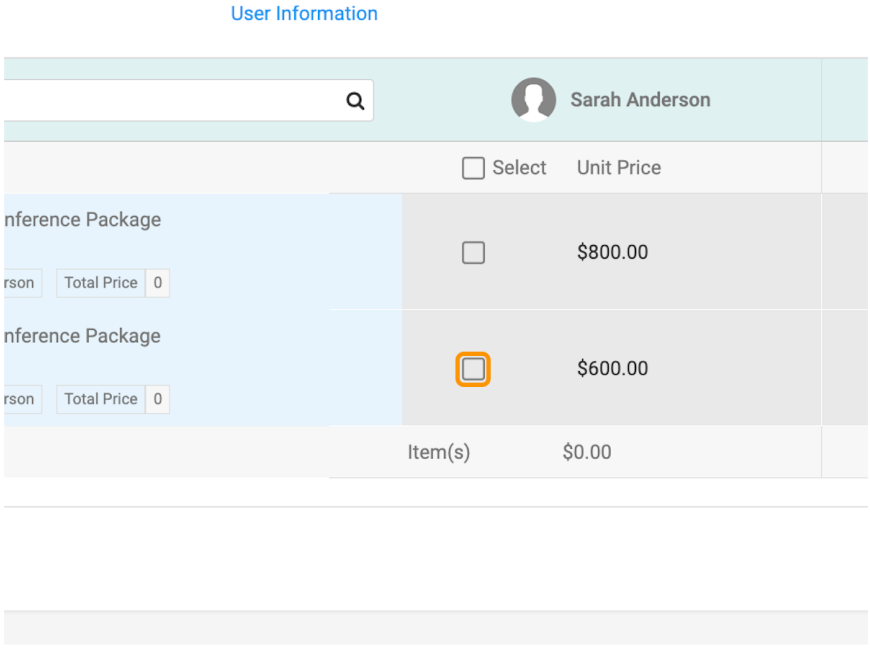
STEP 16

Click on Next



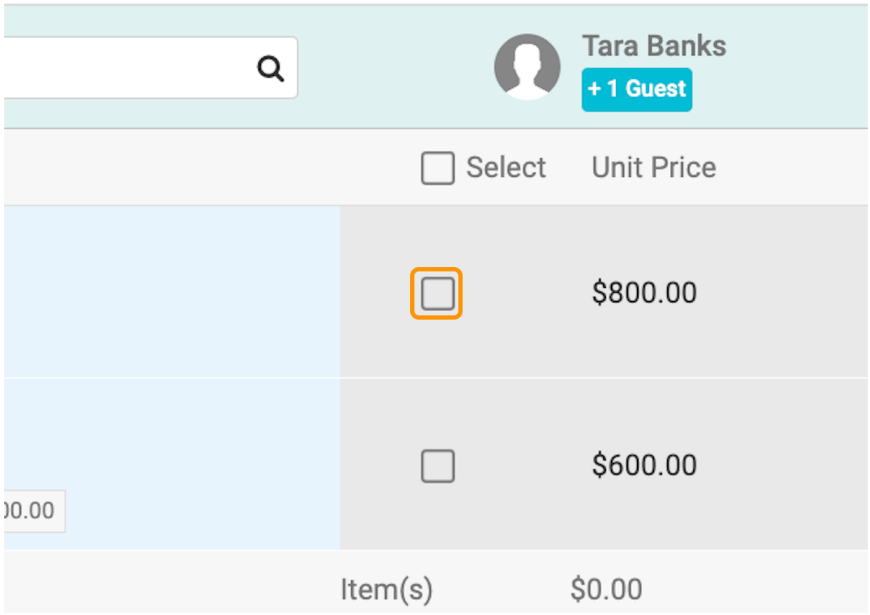
STEP 17

Select the bundles or options for each attendee and guest



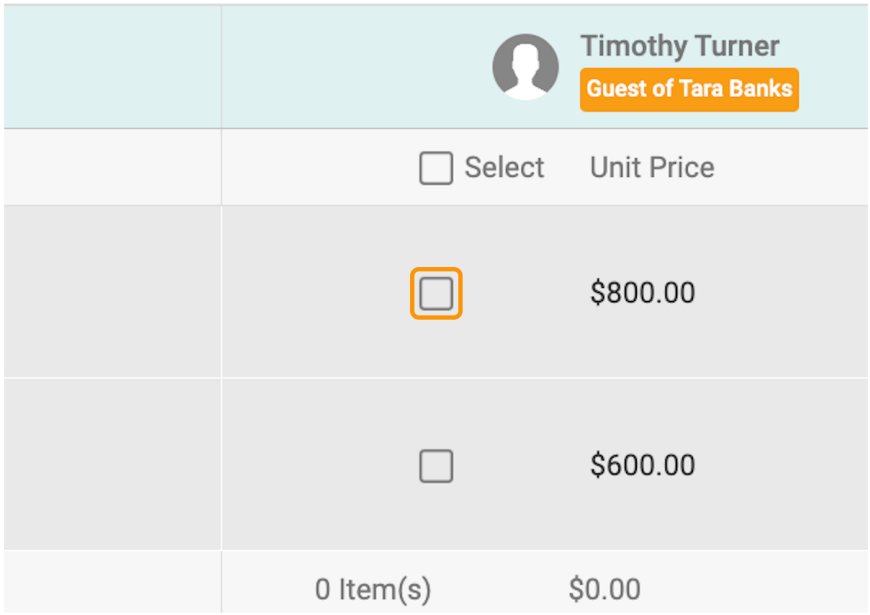
STEP 18

Select the bundles or options for each attendee and guest



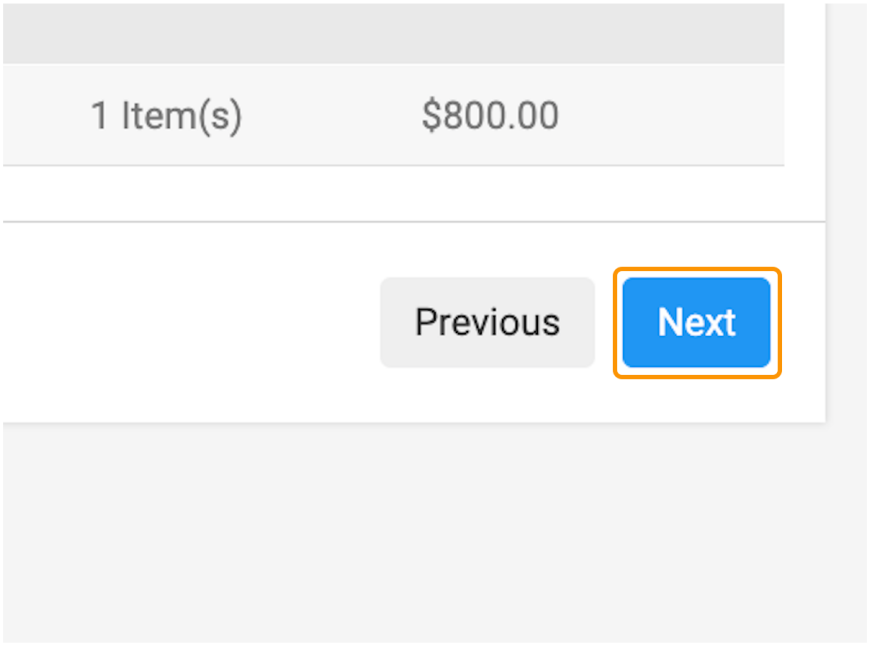
STEP 19

Select the bundles or options for each attendee and guest



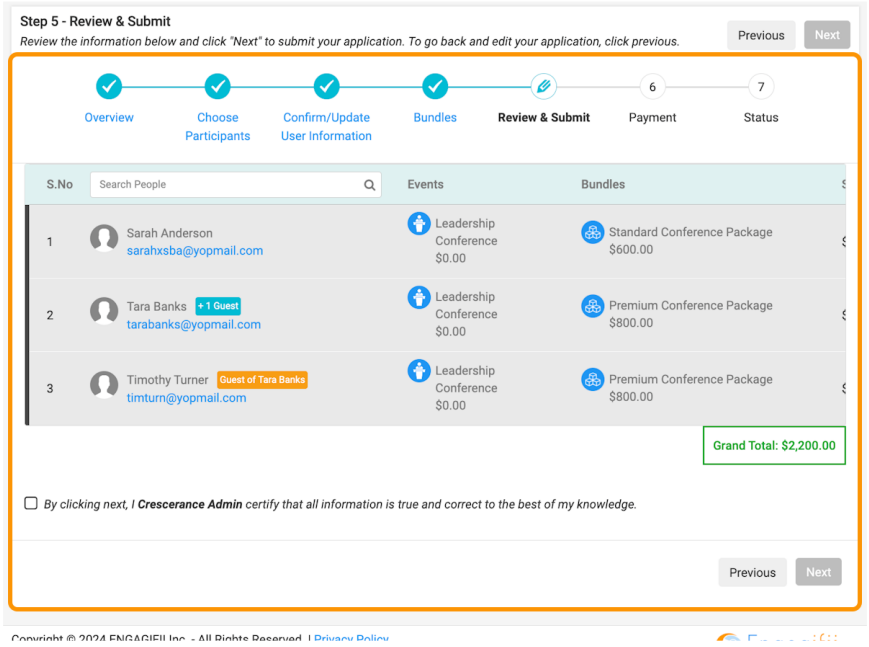
STEP 20

Click on Next



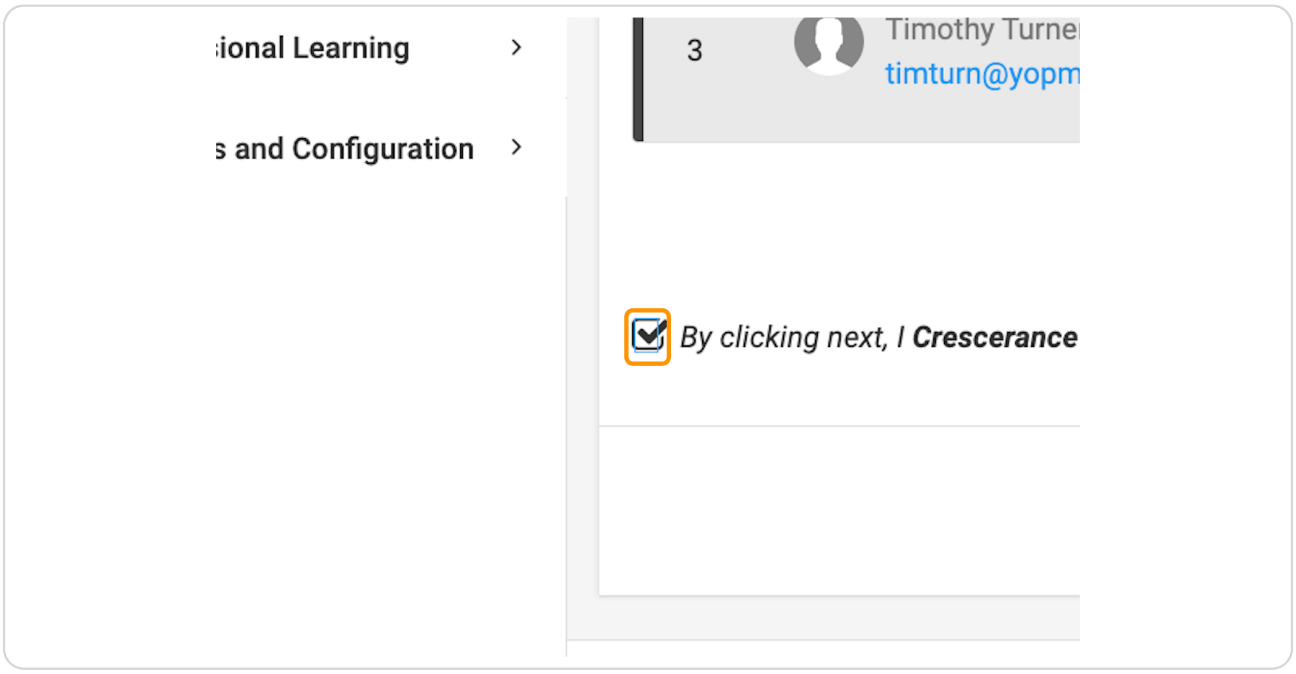
STEP 21

Confirm bundles and options for each attendee and guest



STEP 22

Confirm

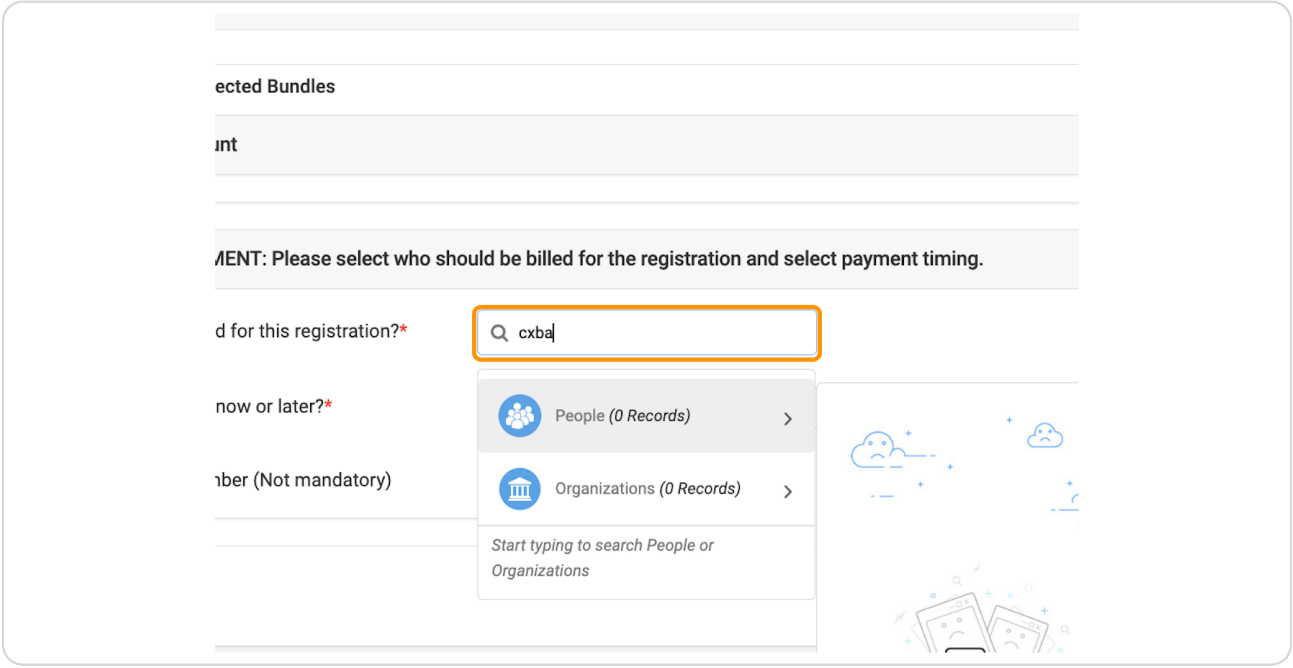


STEP 23

Click on Next

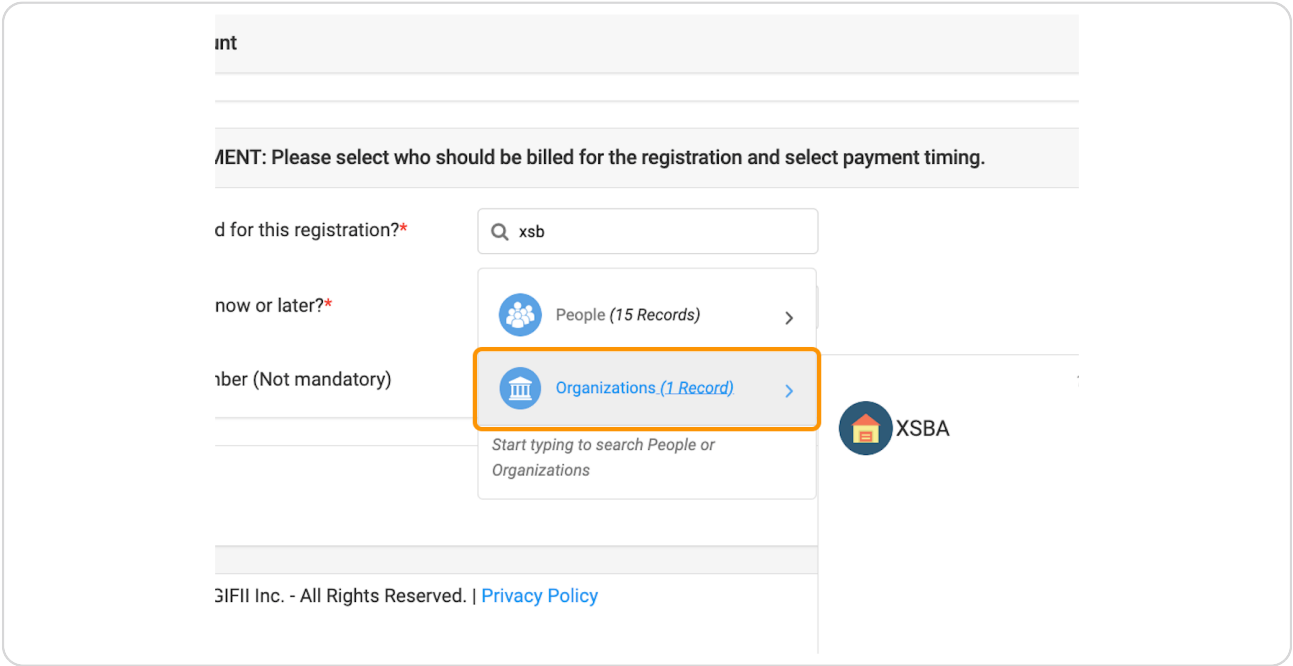
STEP 24

Search for your organization if billing to organization.



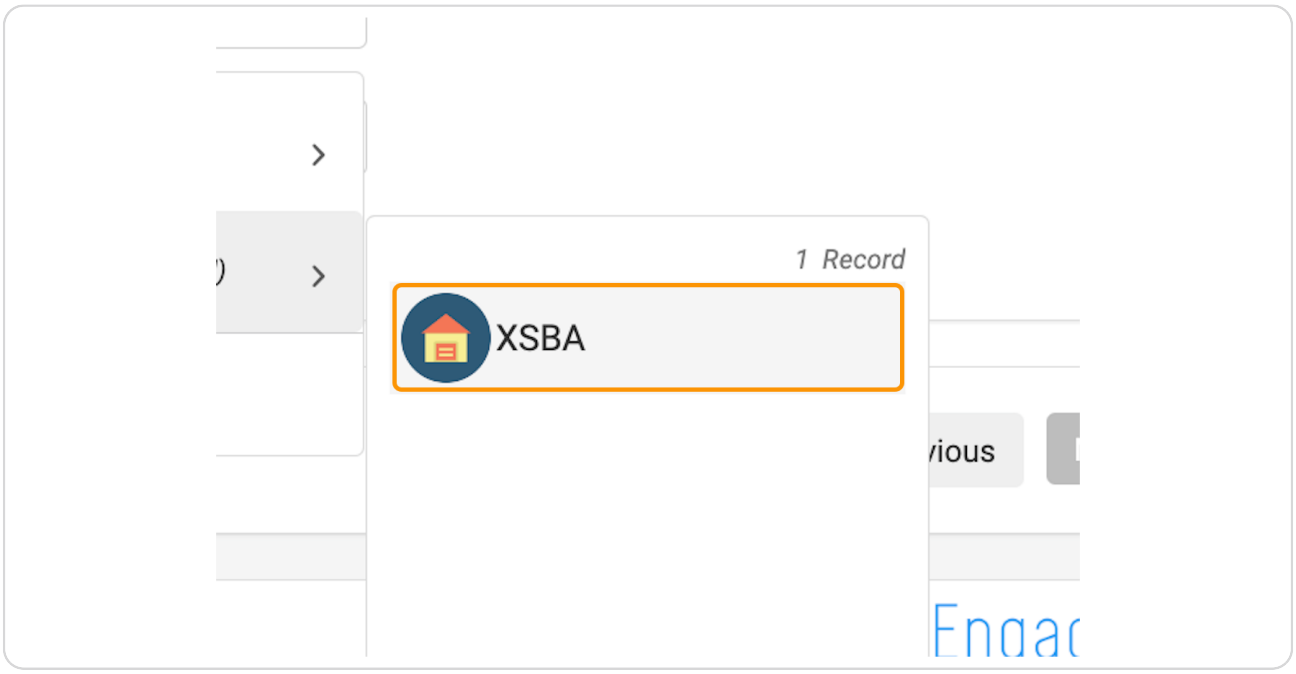
STEP 25

Search your organization



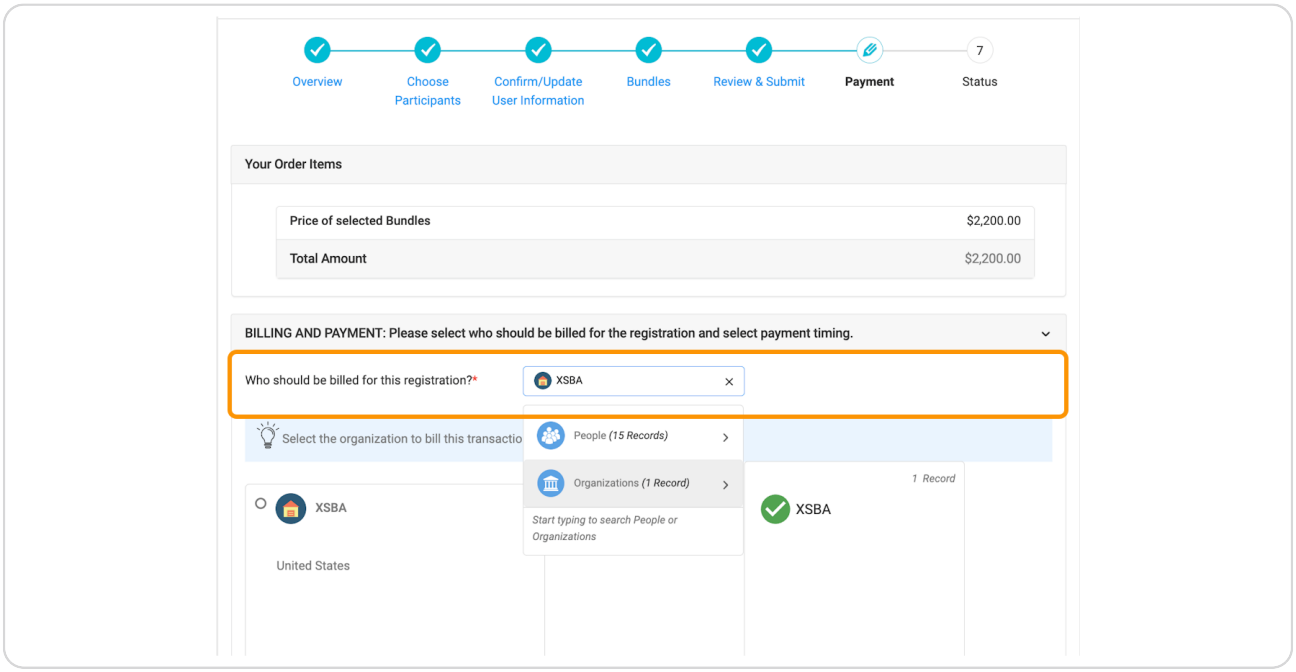
STEP 26

Click on organization



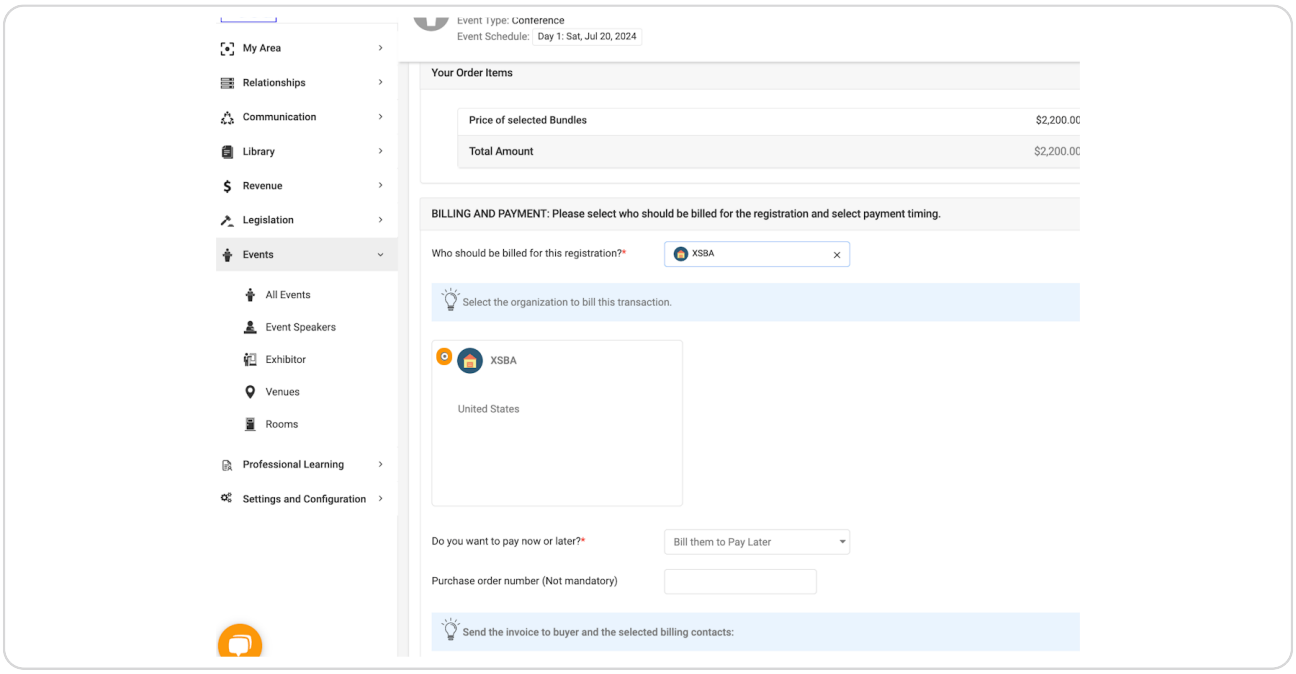
STEP 27

Click on Who should be billed for this registration?*...



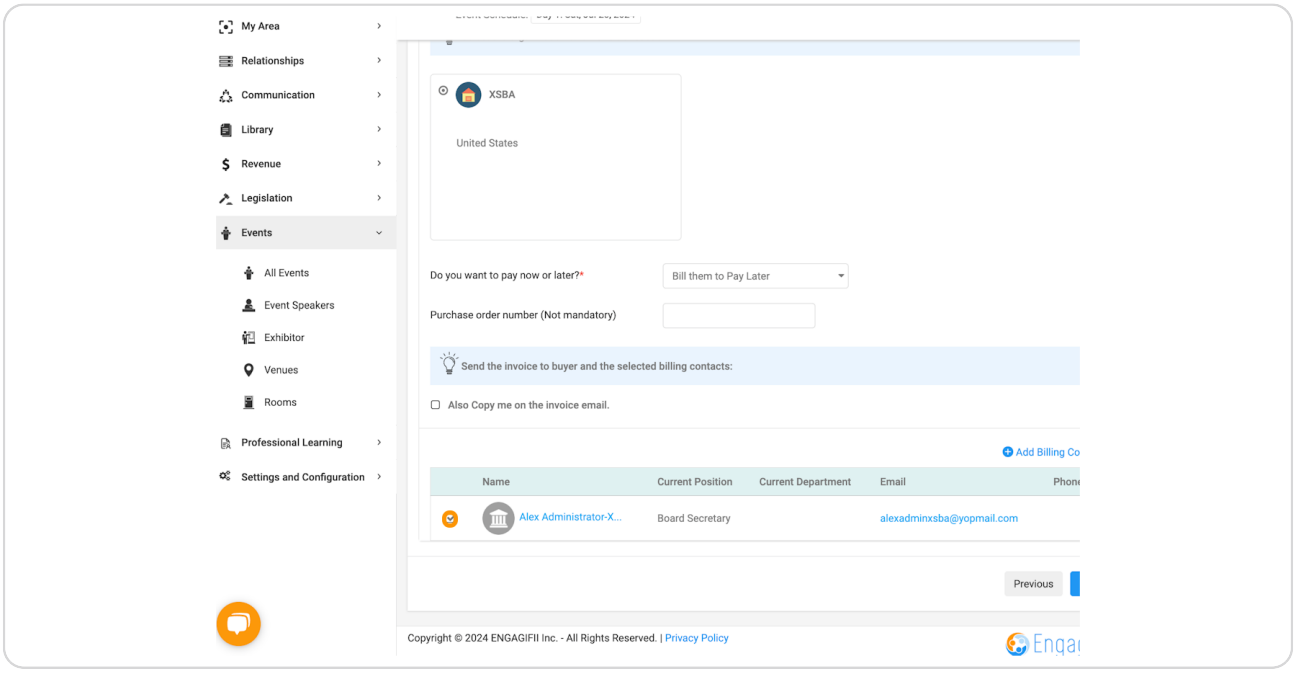
STEP 28

Select Organization



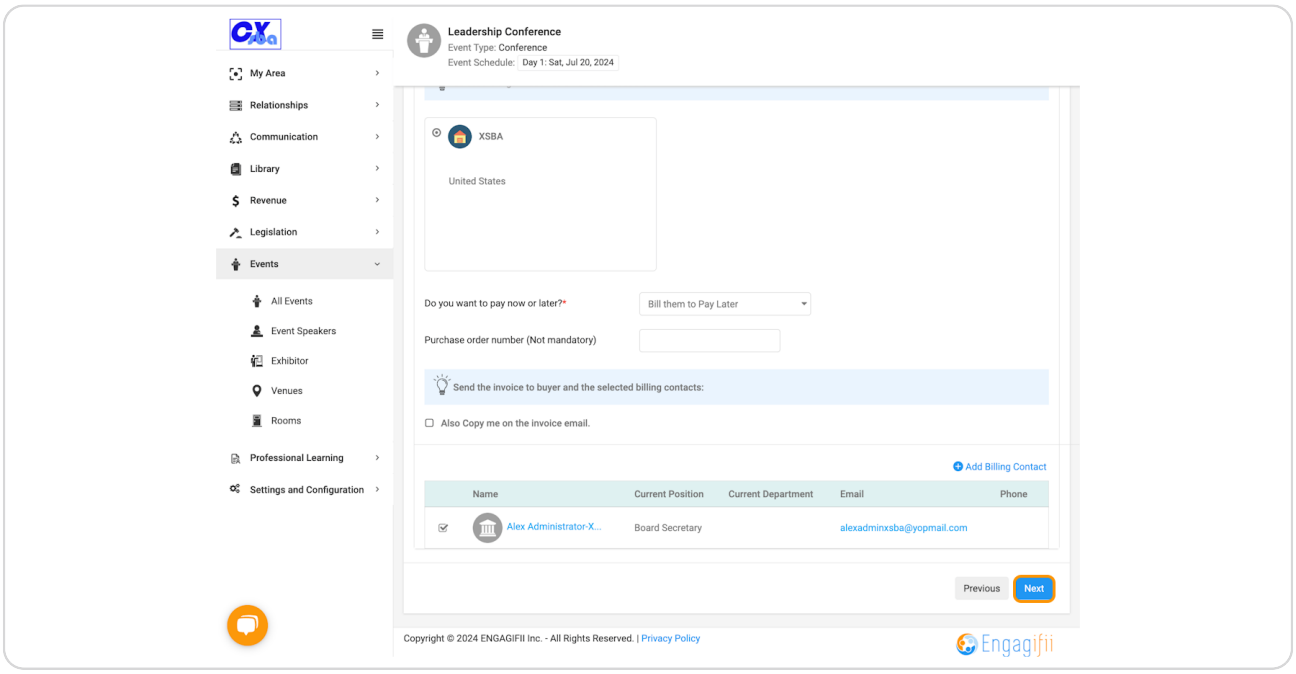
STEP 29

Select Billing Contact



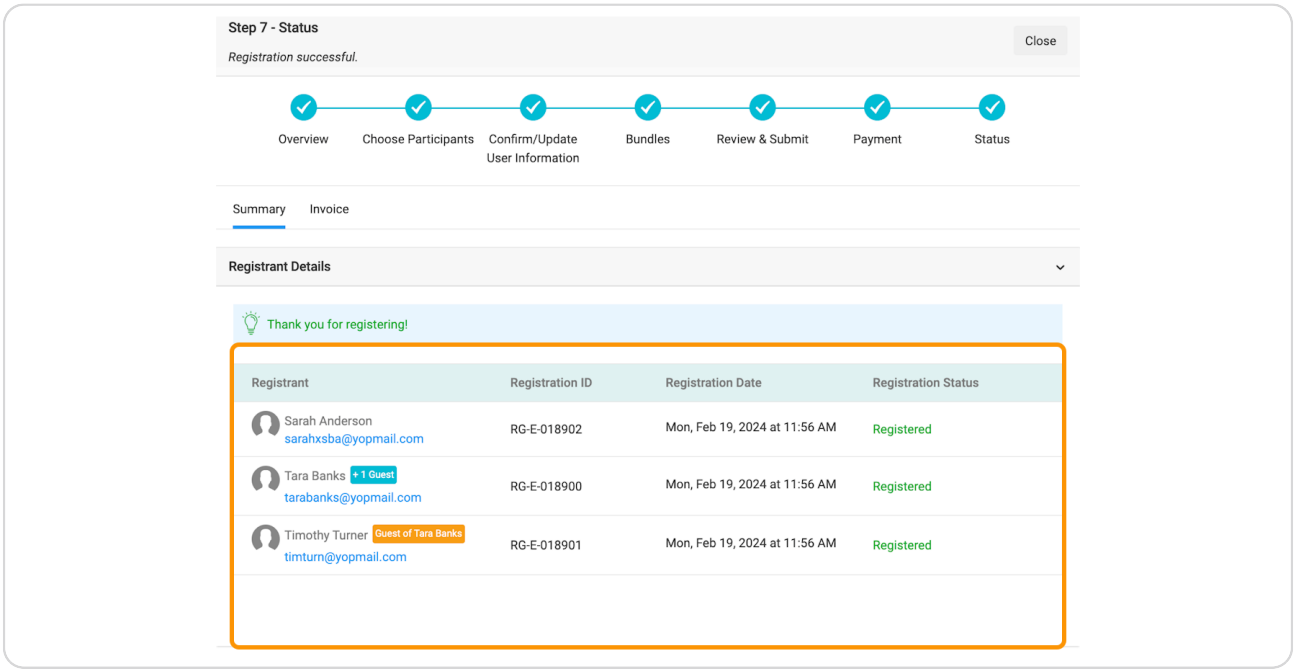
STEP 30

Click on Next



STEP 31

Voila!



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