

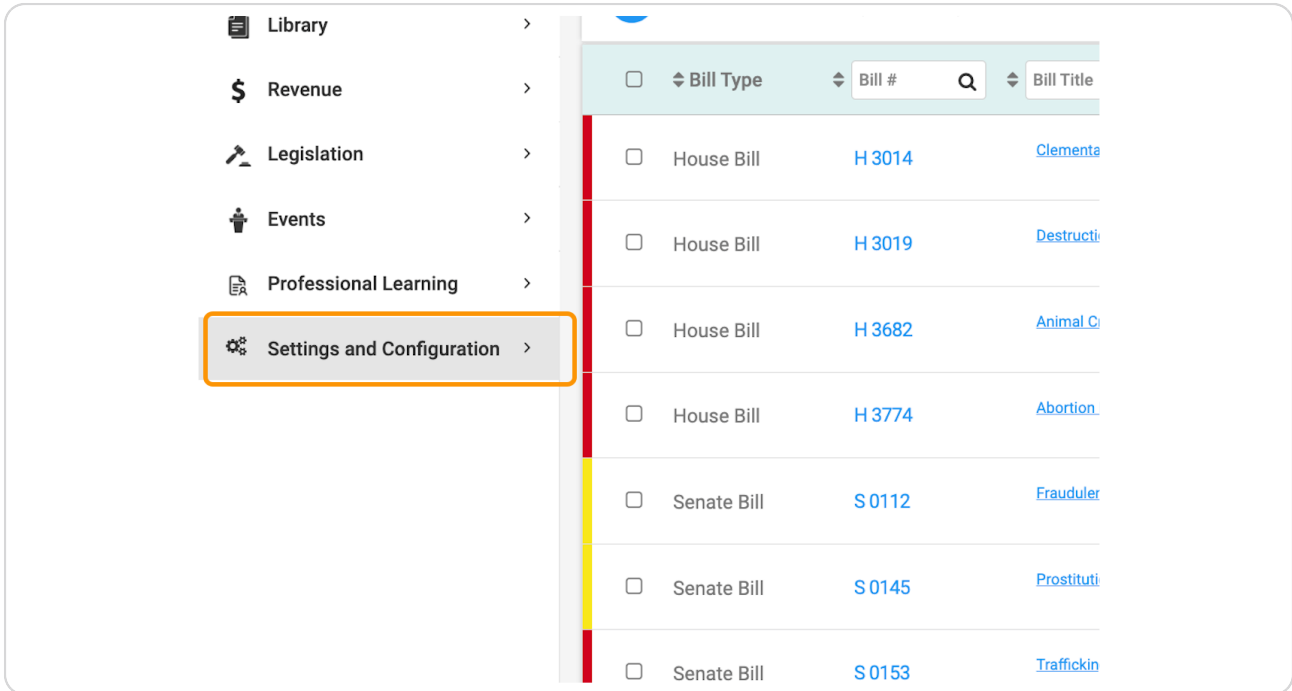
How to set the person type for your guest registration individuals.

7 Steps [View most recent version](#) 

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

STEP 1

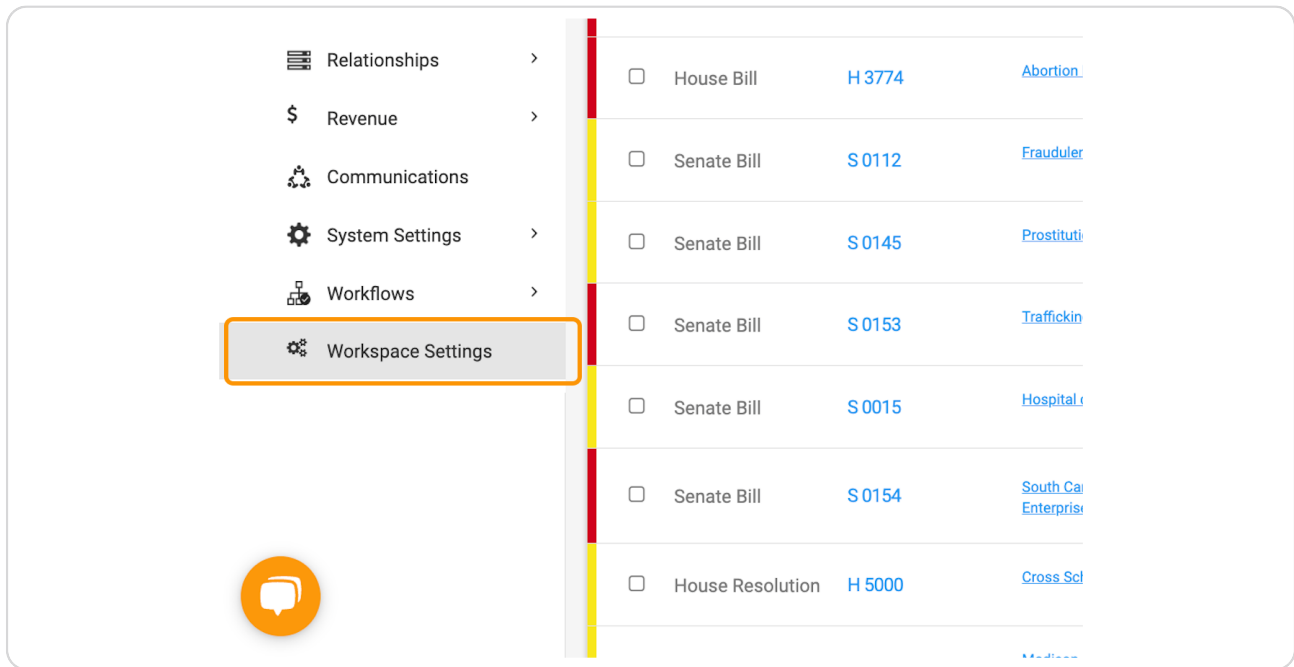
Click on Settings and Configuration



<input type="checkbox"/>	Bill Type	Bill #	Bill Title
<input type="checkbox"/>	House Bill	H 3014	Clemente
<input type="checkbox"/>	House Bill	H 3019	Destructi
<input type="checkbox"/>	House Bill	H 3682	Animal C
<input type="checkbox"/>	House Bill	H 3774	Abortion
<input type="checkbox"/>	Senate Bill	S 0112	Frauduler
<input type="checkbox"/>	Senate Bill	S 0145	Prostituti
<input type="checkbox"/>	Senate Bill	S 0153	Traffickin

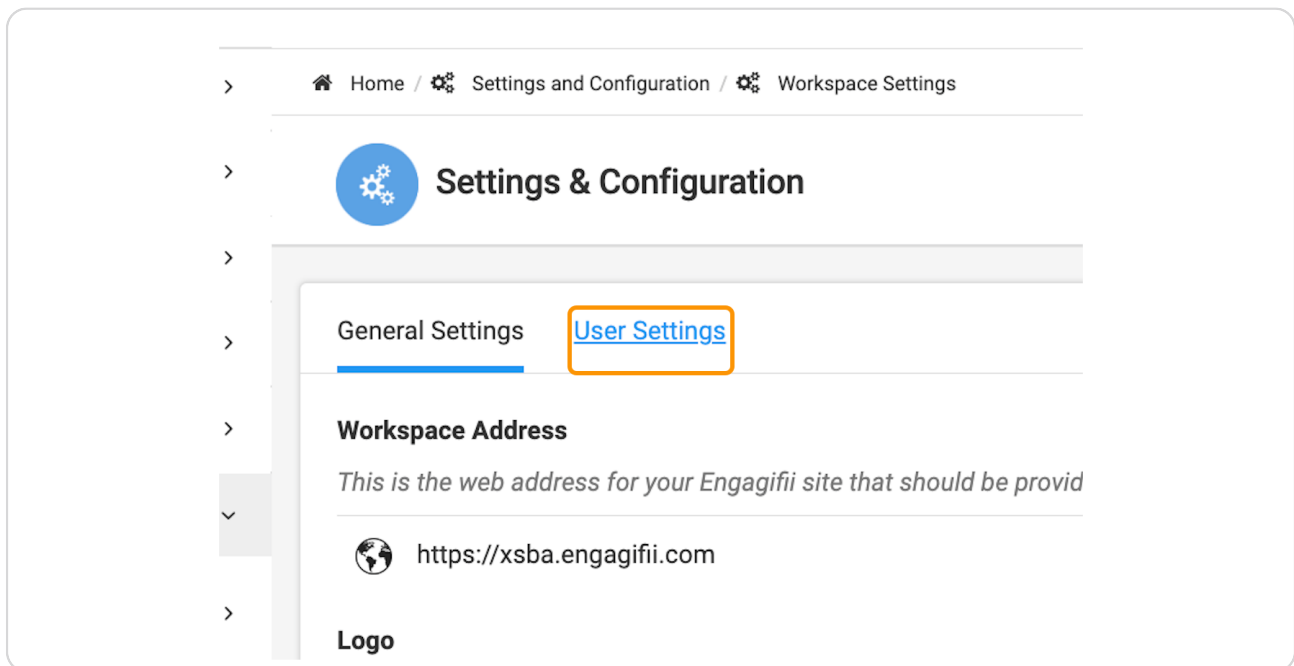
STEP 2

Click on Workspace Settings



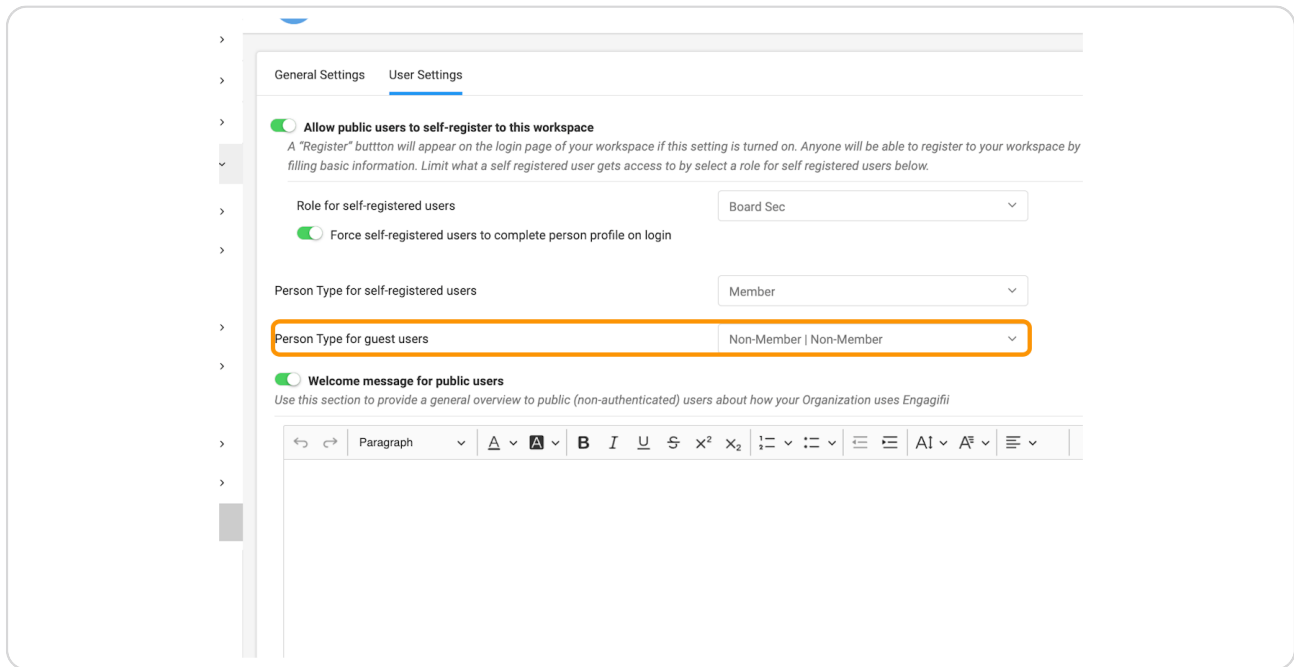
STEP 3

Click on User Settings



STEP 4

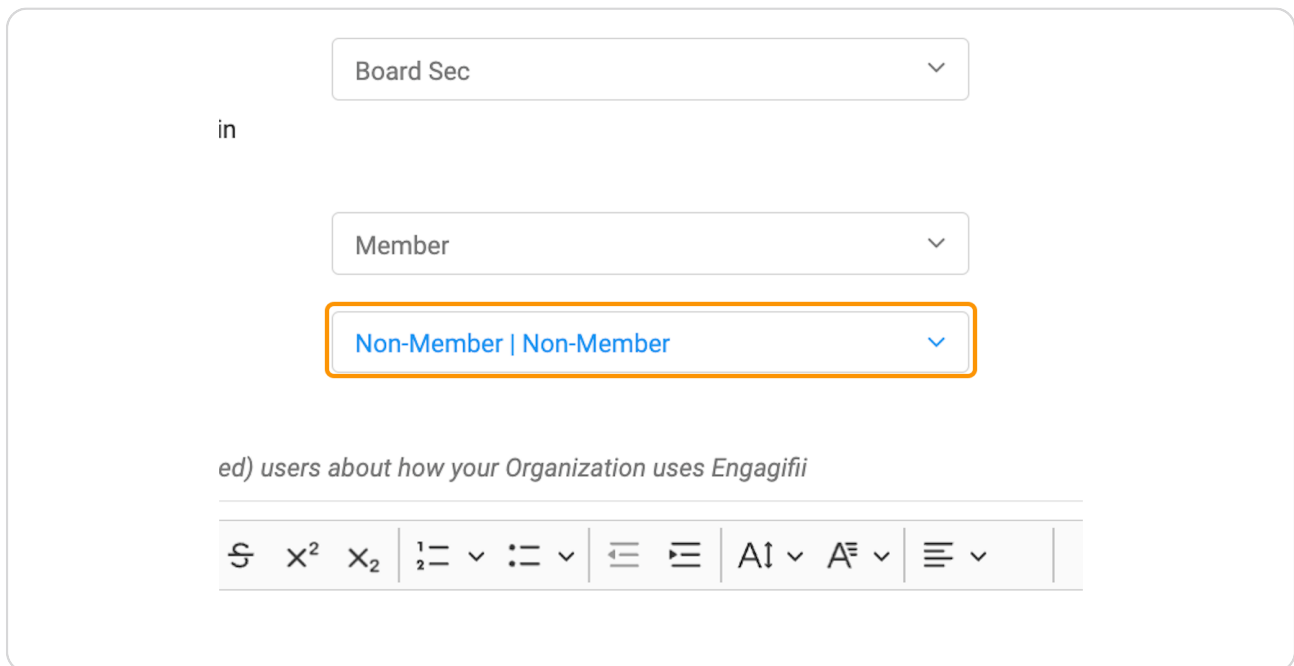
Click on Person Type for guest users...



The screenshot shows the 'User Settings' tab in the Engagifi interface. The 'Allow public users to self-register to this workspace' toggle is turned on. Below it, the 'Role for self-registered users' is set to 'Board Sec'. The 'Force self-registered users to complete person profile on login' toggle is turned off. The 'Person Type for self-registered users' is set to 'Member'. The 'Person Type for guest users' dropdown is highlighted with an orange box and currently shows 'Non-Member | Non-Member'. Below this, there is a 'Welcome message for public users' section with a text editor.

STEP 5

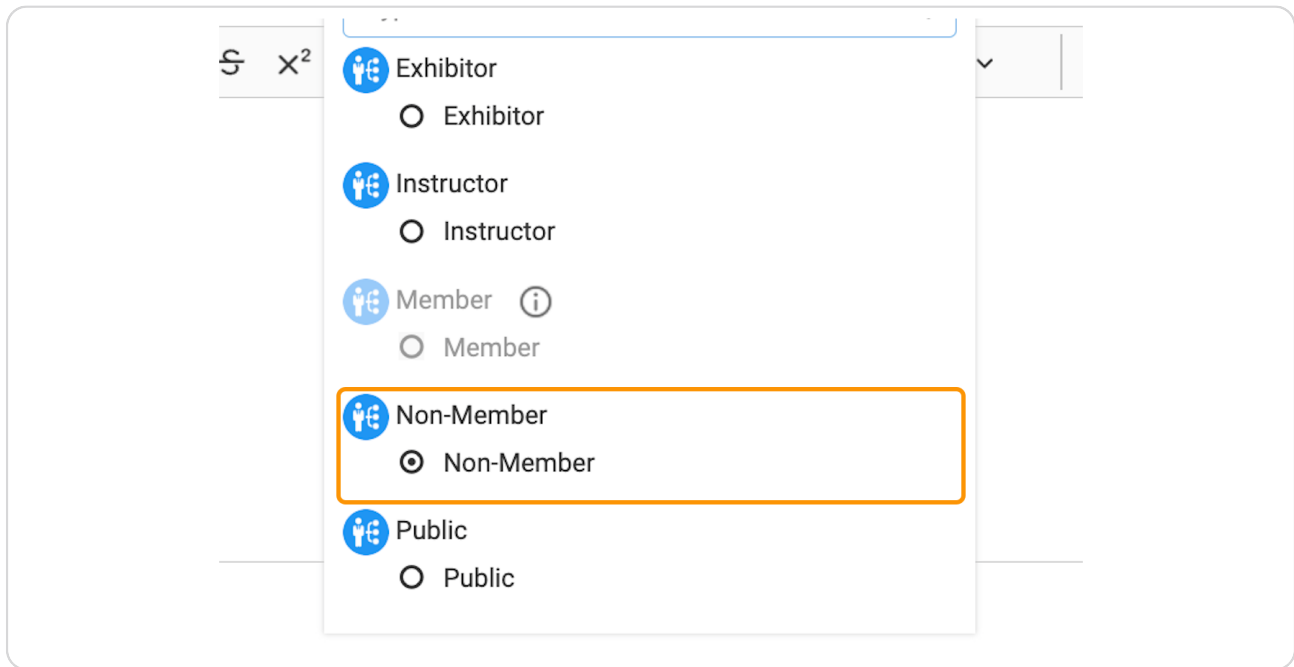
Click on Non-Member | Non-Member



This is a close-up of the 'Person Type for guest users' dropdown menu. The menu is open, showing three options: 'Board Sec', 'Member', and 'Non-Member | Non-Member'. The 'Non-Member | Non-Member' option is highlighted with an orange box. Below the dropdown, there is a text editor with a toolbar.

STEP 6

Click on **Non-Member...**

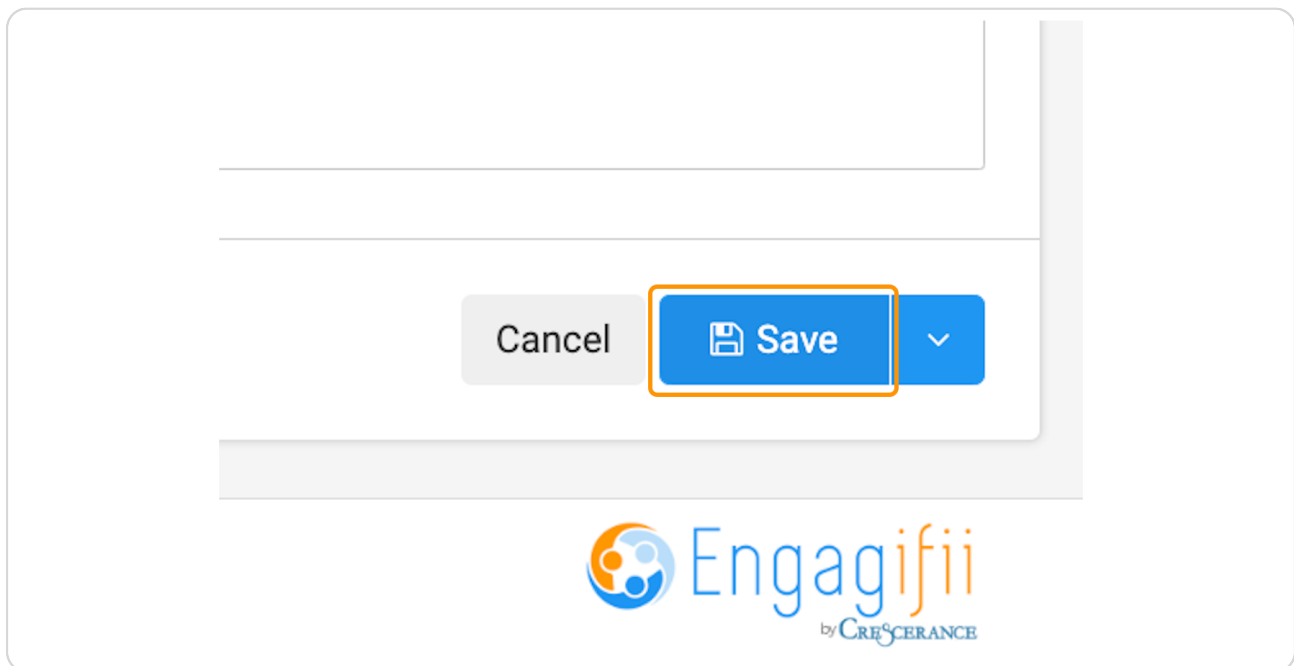


A screenshot of a user selection interface. On the left, there is a search bar with a magnifying glass icon and the text 'x²'. To the right of the search bar is a dropdown menu. The dropdown menu is open, showing a list of user roles, each with a blue icon of two people and a radio button. The roles are: Exhibitor, Instructor, Member, Non-Member, and Public. The 'Non-Member' option is highlighted with an orange rectangular border. The radio button for 'Non-Member' is selected, indicated by a small dot in the center.

- ☐ Exhibitor
- ☐ Instructor
- ☐ Member ⓘ
- ☒ Non-Member
- ☐ Public


STEP 7

Click on **Save**



A screenshot of a form interface. At the bottom of the form, there are three buttons: a grey 'Cancel' button, a blue 'Save' button with a floppy disk icon, and a blue button with a downward arrow. The 'Save' button is highlighted with an orange rectangular border. Below the buttons, the Engagifii logo is displayed, featuring a stylized orange and blue icon of three people, followed by the text 'Engagifii' in blue and 'by CRESCERANCE' in smaller blue text.

Cancel Save ▾

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