

# Event Registration

22 Steps [View most recent version](#) 

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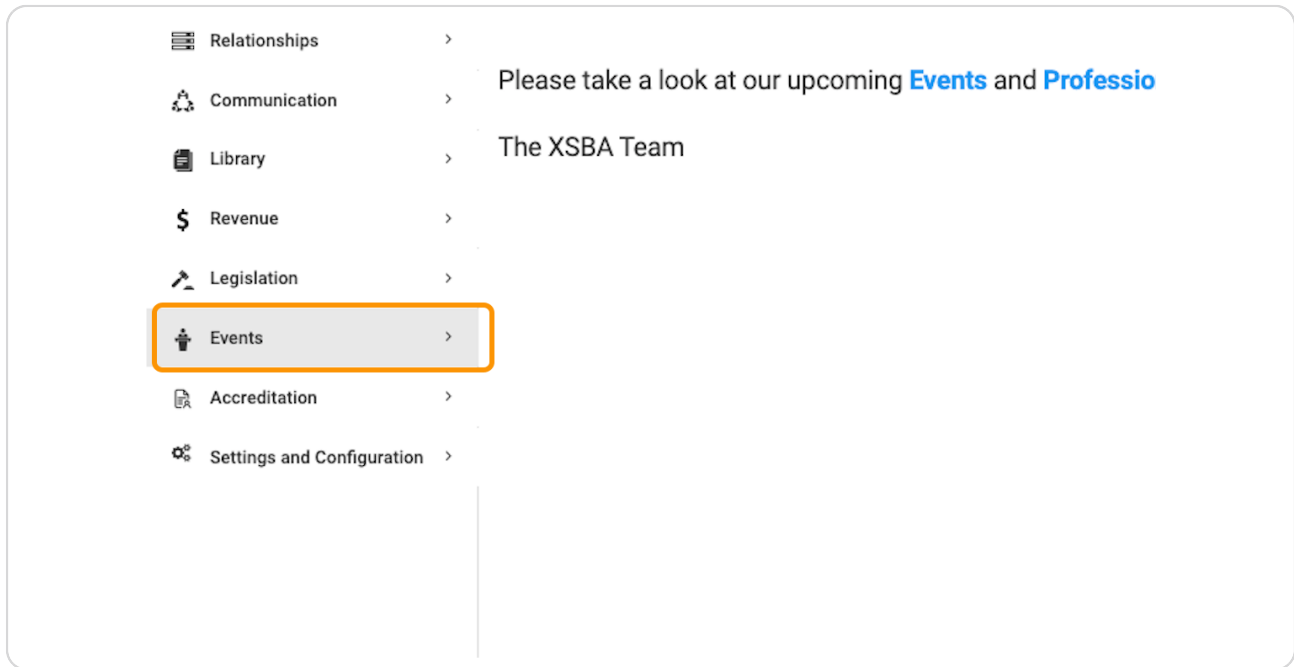
Created by  
Engagifii Inc.

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November 22, 2023

Last Updated  
November 22, 2023

## STEP 1

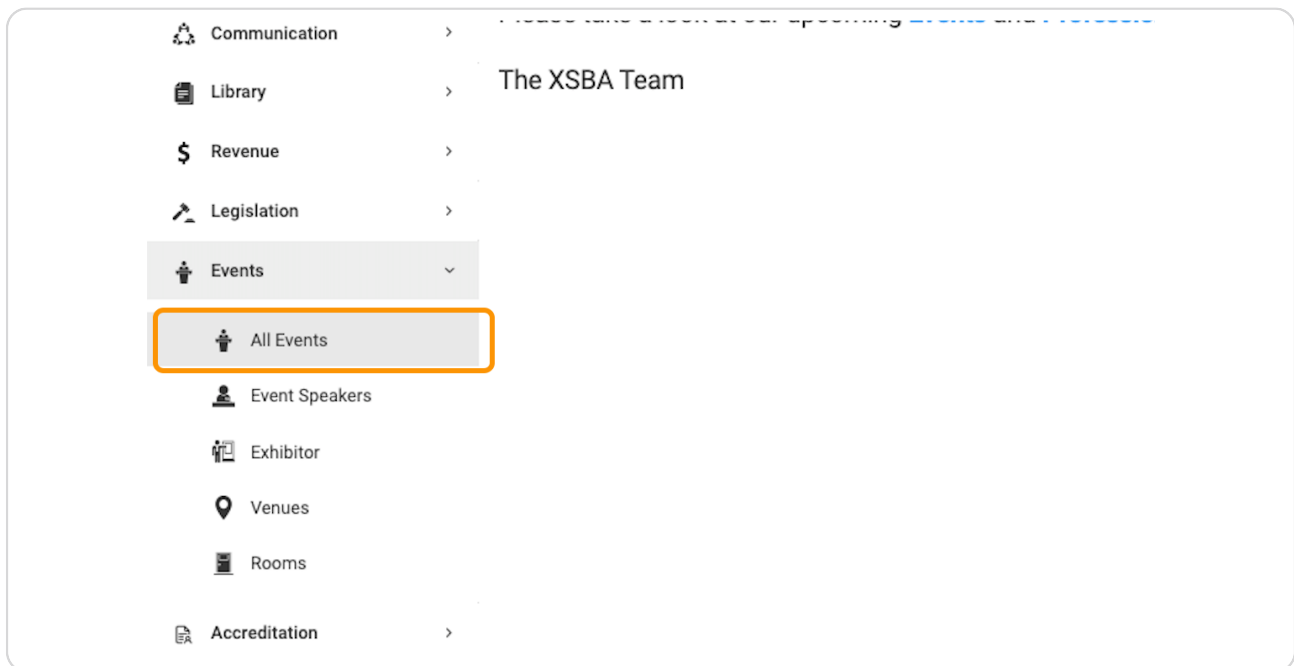
### Click on Events



A screenshot of a navigation menu with the following items: Relationships, Communication, Library, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The 'Events' item is highlighted with an orange border. To the right of the menu, there is a text block that reads: "Please take a look at our upcoming [Events](#) and [Professio](#)" and "The XSBA Team".

## STEP 2

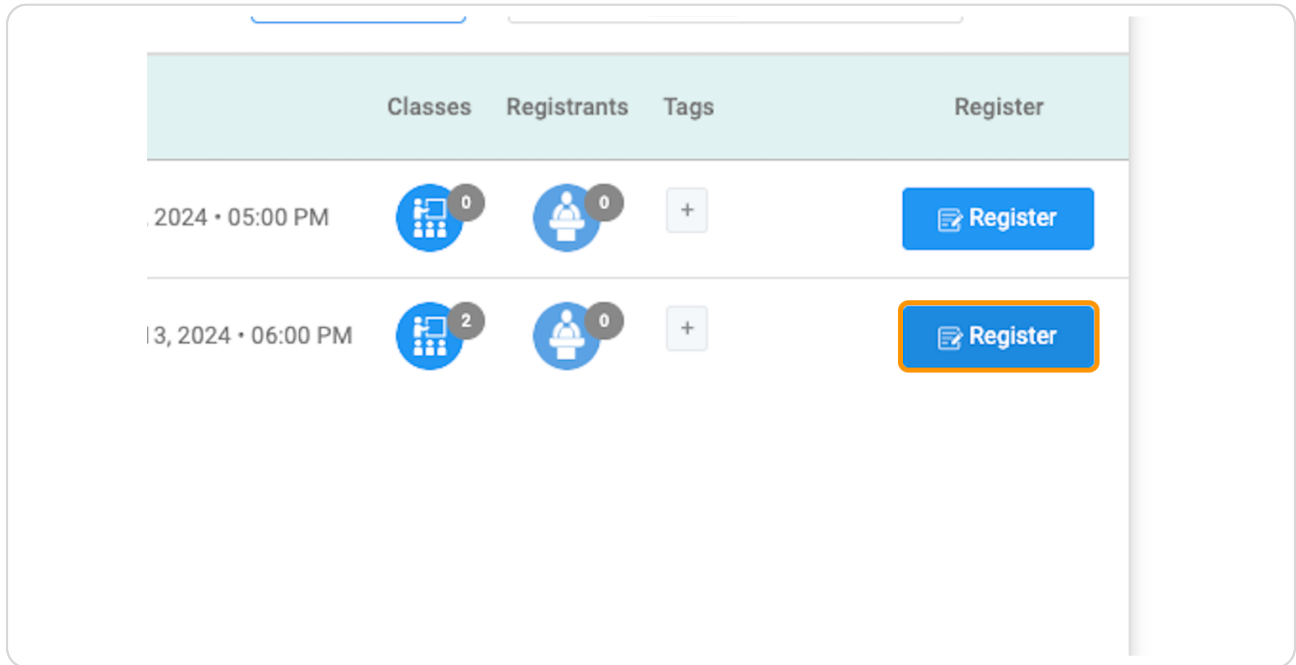
### Click on All Events



A screenshot of a navigation menu with the following items: Communication, Library, Revenue, Legislation, Events, All Events, Event Speakers, Exhibitor, Venues, Rooms, and Accreditation. The 'Events' item is expanded, and 'All Events' is highlighted with an orange border. To the right of the menu, there is a text block that reads: "The XSBA Team".

### STEP 3

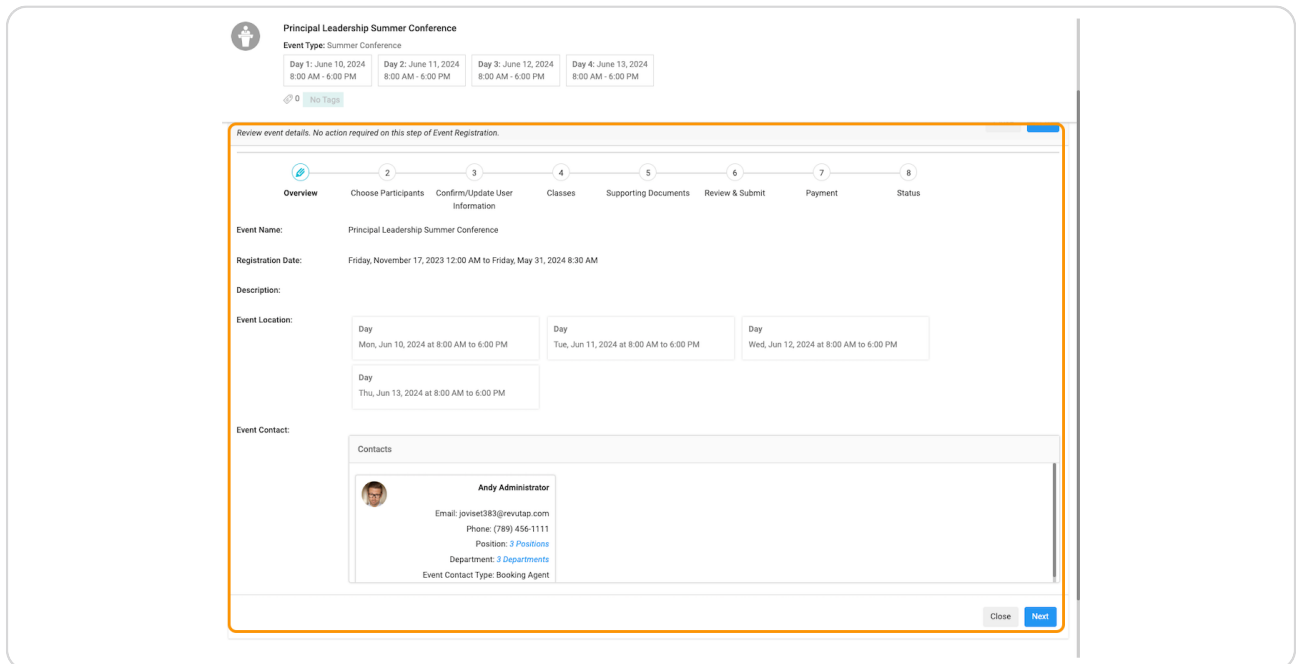
Click on Register for the event you wish to register for



The screenshot shows a registration interface with a light green header containing tabs for 'Classes', 'Registrants', 'Tags', and 'Register'. Below the header, there are two event entries. The first entry is for '2024 • 05:00 PM' and the second is for '13, 2024 • 06:00 PM'. Each entry has a 'Classes' icon with a count (0 for the first, 2 for the second), a 'Registrants' icon with a count (0 for both), and a '+' icon. A blue 'Register' button is present for each entry, with the second button highlighted with an orange border.

### STEP 4

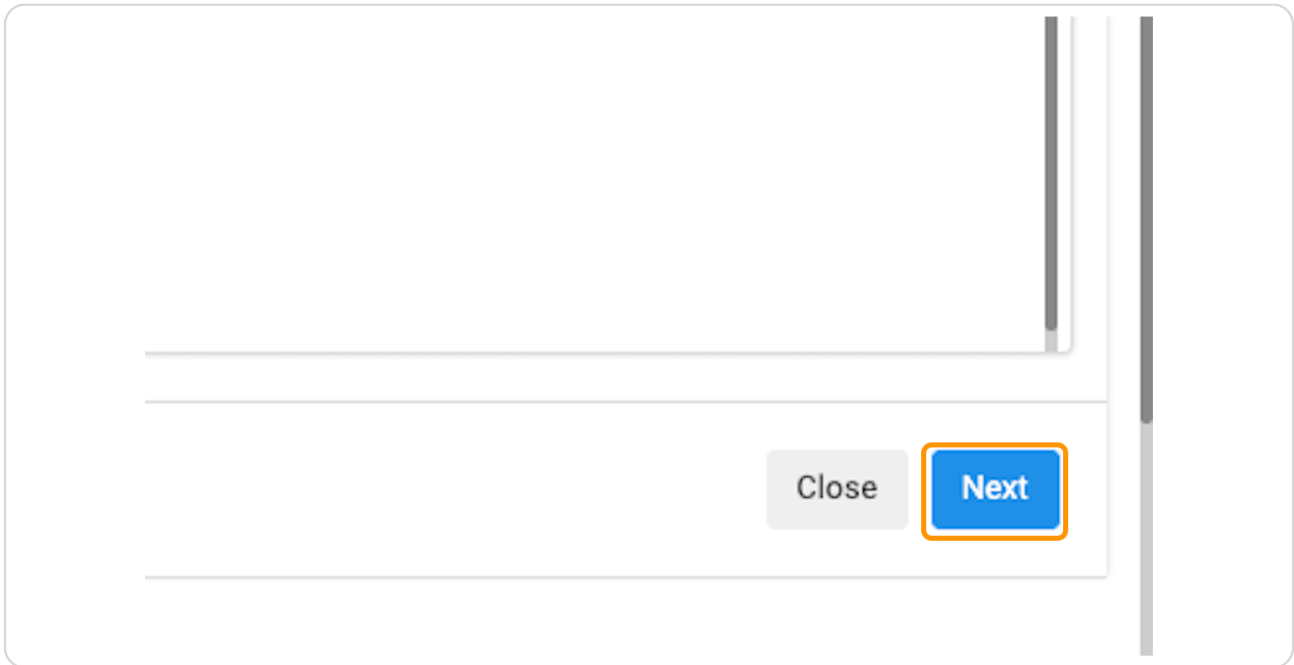
Review the event details



The screenshot shows a detailed event registration review page for 'Principal Leadership Summer Conference'. The event type is 'Summer Conference'. The registration dates are listed as Day 1: June 10, 2024 (8:00 AM - 6:00 PM), Day 2: June 11, 2024 (8:00 AM - 6:00 PM), Day 3: June 12, 2024 (8:00 AM - 6:00 PM), and Day 4: June 13, 2024 (8:00 AM - 6:00 PM). There are no tags. A progress bar shows 8 steps: 1. Overview (active), 2. Choose Participants, 3. Confirm/Update User Information, 4. Classes, 5. Supporting Documents, 6. Review & Submit, 7. Payment, and 8. Status. The event name is 'Principal Leadership Summer Conference'. The registration date is 'Friday, November 17, 2023 12:00 AM to Friday, May 31, 2024 8:30 AM'. The description is empty. The event location is listed as four days: Mon, Jun 10, 2024 at 8:00 AM to 6:00 PM; Tue, Jun 11, 2024 at 8:00 AM to 6:00 PM; Wed, Jun 12, 2024 at 8:00 AM to 6:00 PM; and Thu, Jun 13, 2024 at 8:00 AM to 6:00 PM. The event contact is 'Andy Administrator' with email 'joviset383@revutap.com', phone '(789) 456-1111', position '3 Positions', department '3 Departments', and event contact type 'Booking Agent'. There are 'Close' and 'Next' buttons at the bottom right.

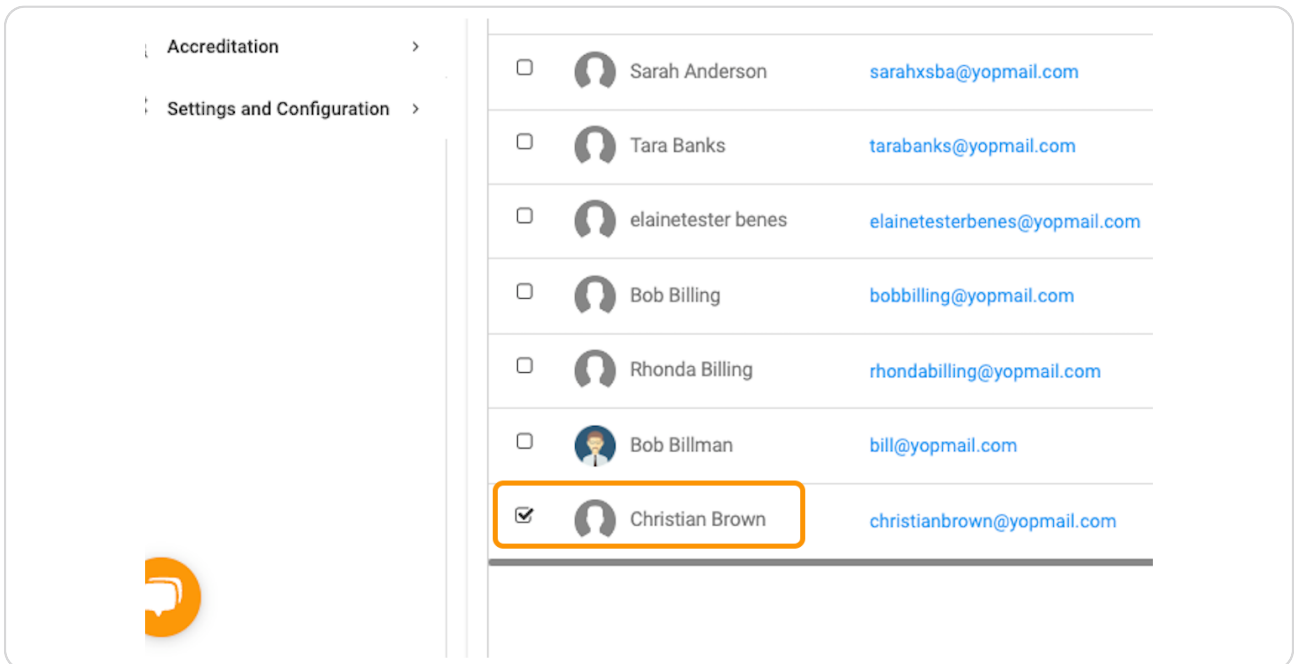
## STEP 5

Click on Next



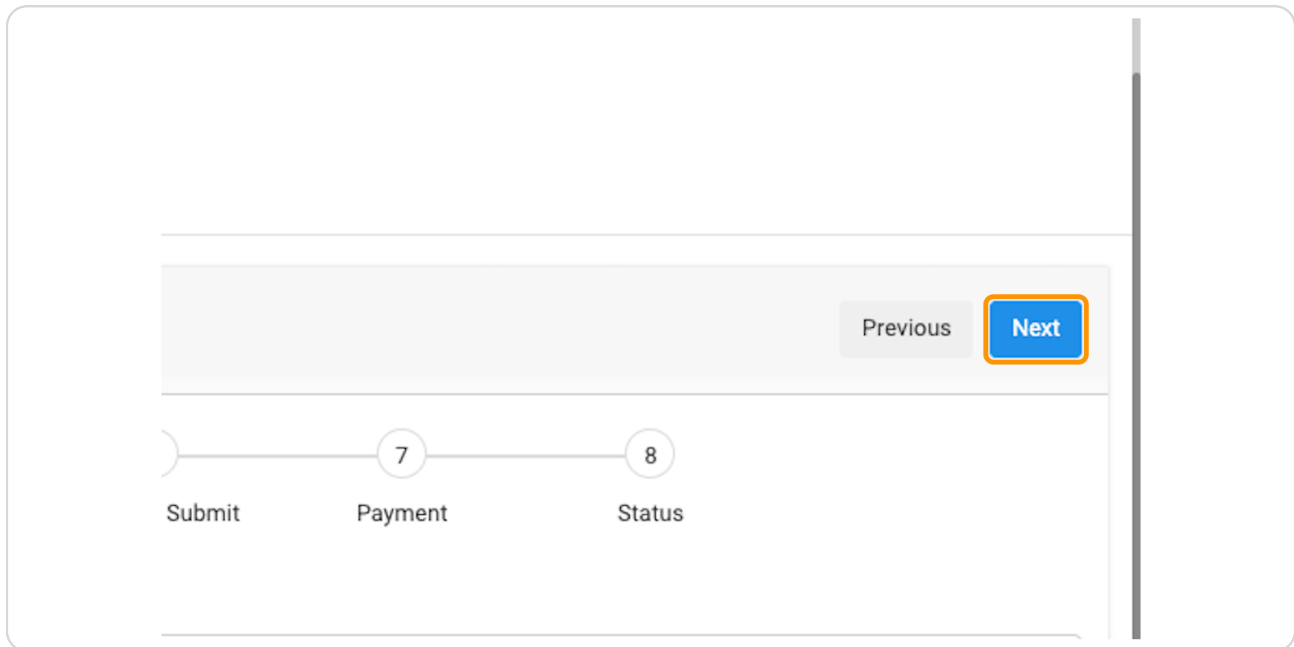
## STEP 6

Check on the participants you wish to register



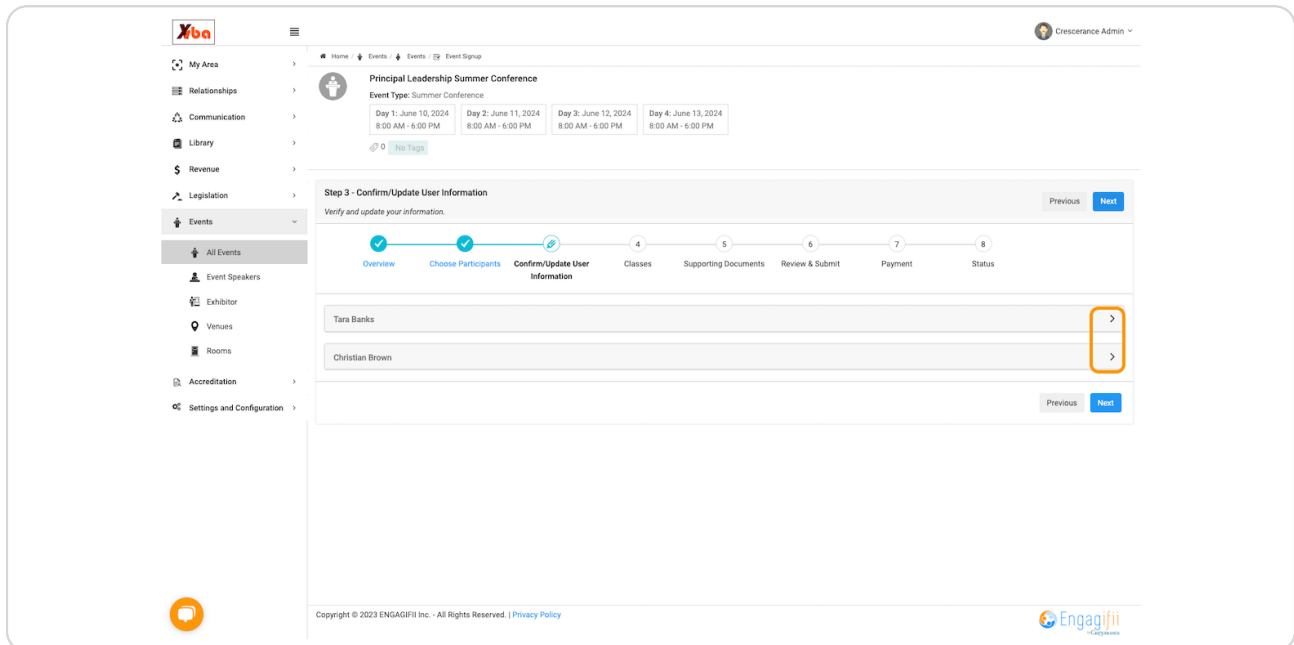
## STEP 7

Click on Next when finished



## STEP 8

Depending on the registration workflow, you may be prompted to review participants data



## STEP 9

If your event has classes or sessions, click on the check box to select for each registrant

The screenshot shows the registration process for the 'Principal Leadership Summer Conference'. The event type is 'Summer Conference' and it runs from June 10 to June 13, 2024. The current step is 'Step 4 - Classes', where users select classes to attend. A progress bar shows steps: Overview, Choose Participants, Confirm/Update User Information, **Classes**, Supporting Documents, Review & Submit, Payment, and Status. A message states: 'Participants cannot register for classes happening at the same date and time. Please contact the Event Contact if you need help with event registration.' Below this is a table with columns for 'Search classes', 'Tara Banks', and 'Christian Brown'. Two classes are listed: 'Emotional Intelligence and Leadership' (June 10, 2024, 3:00 PM - 5:00 PM) and 'Leadership Fundamentals' (June 11, 2024, 3:00 PM - 5:00 PM). Both have 'Registration Scheduled' status. The total cost for both registrants is \$0.00. The 'Next' button is highlighted with an orange border.

Search classes	Tara Banks	Christian Brown
<input type="checkbox"/> Emotional Intelligence and Leadership Jun 10, 2024 from 3:00 PM - 5:00 PM Selected Person: Total Price: \$0	<input type="checkbox"/> Price	<input type="checkbox"/> Price
<input type="checkbox"/> Leadership Fundamentals Jun 11, 2024 from 3:00 PM - 5:00 PM Selected Person: Total Price: \$0		
Total Cost	0 Item(s) \$0.00	0 Item(s) \$0.00

## STEP 10

Click on Next

This close-up shows the registration summary and navigation buttons. The summary displays '0 Item(s) \$0.00'. Below this are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with an orange border, indicating it should be clicked to proceed to the next step.

## STEP 11

You may be prompted to upload documents depending on your registration workflow

The screenshot shows a registration workflow interface. At the top, there are four time slots: 8:00 AM - 6:00 PM. Below this is a 'No Tags' indicator. The main section is titled 'Step 5 - Supporting Documents' with the instruction 'Please upload the required document to register for the event.' A progress bar shows steps 1 through 8: Overview (checked), Choose Participants (checked), Confirm/Update User Information (checked), Classes (checked), Supporting Documents (active), Review & Submit (6), Payment (7), and Status (8). The 'Supporting Documents' step is highlighted with an orange border. Below the progress bar is a large orange-bordered box containing an upload icon and the text: 'Drag & drop files here or Click to browse for file(s) (Max upload size per file - 50 MB)'. Underneath is a 'Supporting Links' section with an 'Add Link' button. At the bottom right of the main content area are 'Previous' and 'Next' buttons. The footer contains 'Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy' and the Engagifii logo.

## STEP 12

Click on Next

This image is a close-up of the navigation buttons from the previous screenshot. It shows two buttons: a grey 'Previous' button and a blue 'Next' button with an orange border. The 'Next' button is highlighted, indicating it should be clicked to proceed to the next step.

## STEP 13

### Review and acknowledge the registration details

The screenshot shows the 'Step 6 - Review & Submit' page for the 'Principal Leadership Summer Conference'. The event type is 'Summer Conference' and it runs from June 10 to June 13, 2024. A progress bar indicates that steps 1 through 5 (Overview, Choose Participants, Confirm/Update User Information, Classes, Supporting Documents) are complete, while Step 6 (Review & Submit) is the current step. Below the progress bar, there is an 'Event Price' section with a table showing two participants: Tara Banks and Christian Brown, each with a total price of \$300.00. A summary table below lists the participants and their registration status. A green box highlights the 'Grand Total: \$600.00'. At the bottom, there is a checkbox for 'I certify that all information is true and correct to the best of my knowledge' and 'Next' and 'Previous' buttons.

S.No	Search People	Classes	Sessions	Sub-total
1	Tara Banks tarabanks@yopmail.com	Not Selected	Not Selected	\$0.00
2	Christian Brown christianbrown@yopmail.com	Not Selected	Not Selected	\$0.00

**Grand Total: \$600.00**

## STEP 14

### Click on Next

This close-up screenshot focuses on the bottom right portion of the registration page. It shows a table with a single row containing the value '\$0.00'. Below the table, a green box highlights the text 'Grand Total: \$600.00'. At the bottom right, there are two buttons: a grey 'Previous' button and a blue 'Next' button with an orange border, which is the focus of the instruction.



## STEP 15

### Complete the Billing Information section

You can add a single buyer or an organization

The screenshot shows a registration form at 'Step 7 - Payment'. A progress bar at the top indicates the following steps: Overview, Choose Participants, Confirm/Update User Information, Classes, Supporting Documents, Review & Submit, **Payment**, and Status. The 'Payment' step is currently active. Below the progress bar, there are sections for 'Your Order Items' (with fields for Price of Event and Total Amount) and 'Billing Information & Payment Methods'. In the 'Billing Information & Payment Methods' section, the 'Select Buyer\*' field contains the text 'yukon'. A dropdown menu is open below this field, showing two options: 'People' and 'Organizations', both with a right-pointing arrow. Below these options is the text 'Start typing to search People or Organizations'. The 'Payment' field is highlighted with an orange border.

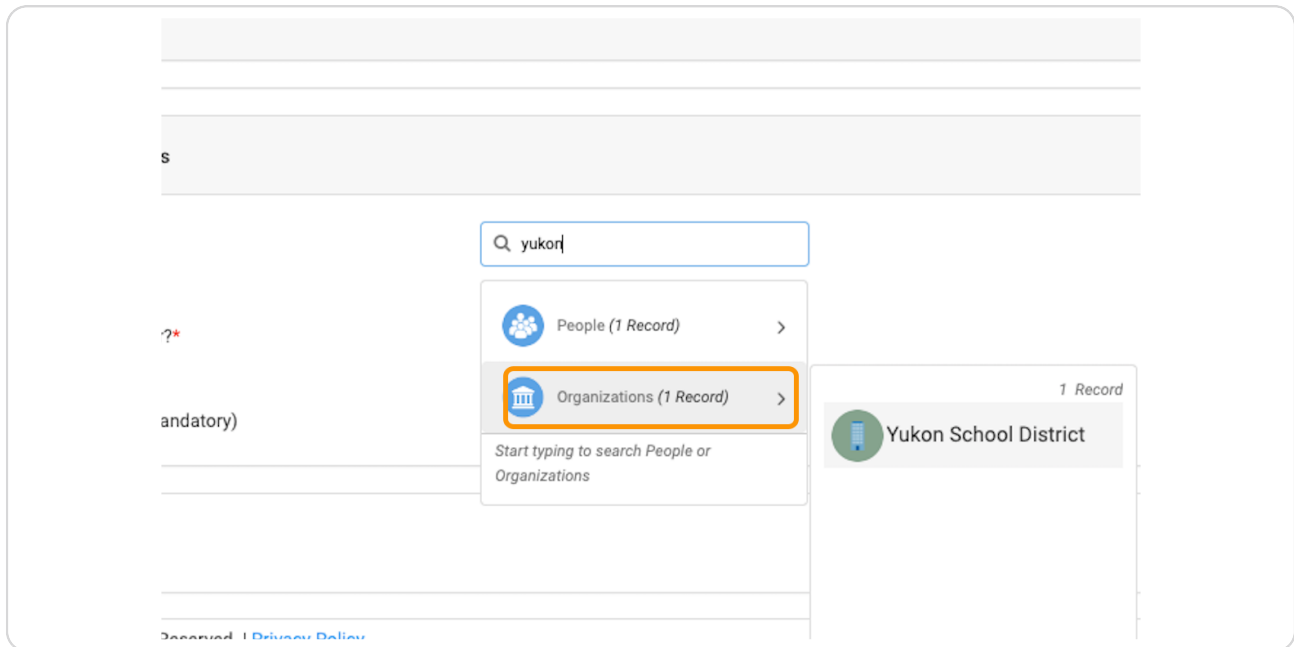
## STEP 16

### Click on People for an individual

This screenshot shows a close-up of the search dropdown in the 'Billing Information & Payment Methods' section. The search input field contains 'yukon'. The dropdown menu is open, showing two options: 'People (1 Record)' and 'Organizations (1 Record)', both with a right-pointing arrow. Below these options is the text 'Start typing to search People or Organizations'. To the right of the dropdown, a preview of the selected record is visible, showing a profile picture and the text 'BOARD SECRETARY Y... boardsecretaryyukon@y...'. The 'People (1 Record)' option is highlighted with an orange border.

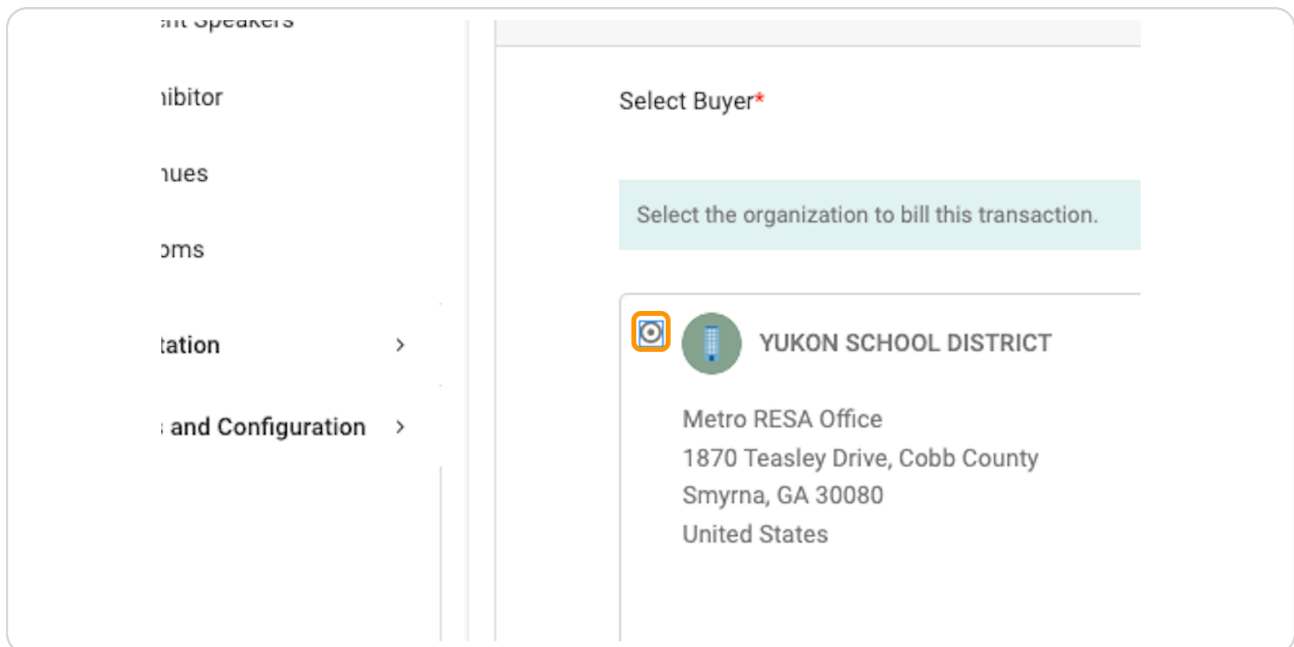
## STEP 17

Click on Organization to bill organization



## STEP 18

Click on Select the organization to bill this transaction and select the organization



## STEP 19

Select Pay Now (will take you to a credit card payment window) or Bill them to Pay Later to have an invoice emailed to billing contact

Price of Event

Total Amount

**Billing Information & Payment Methods**

Select Buyer\*

Search Customer

Do you want to pay now or later?\*

Purchase order number (Not mandatory)

✓ Select  
Pay Now  
Bill them to Pay Later

## STEP 20

Select Billing Contact to receive the invoice

**Xba**

Principal Leadership Summer Conference

Event Type: Summer Conference

Day 1: June 10, 2024 8:00 AM - 6:00 PM | Day 2: June 11, 2024 8:00 AM - 6:00 PM | Day 3: June 12, 2024 8:00 AM - 6:00 PM | Day 4: June 13, 2024 8:00 AM - 6:00 PM

No Tags

Select the organization to bill this transaction.

**YUKON SCHOOL DISTRICT**

Metco RESA Office  
1470 Teasley Drive, Cobb County  
Smyrna, GA 30080  
United States

Do you want to pay now or later?\*

Bill them to Pay Later

Purchase order number (Not mandatory)

Send the invoice to buyer and the selected billing contacts:

Also Copy me on the invoice email.

Add Billing Contact

Name	Current Position	Current Department	Email	Phone
<input type="checkbox"/> Luke Dutton	Board Member	Administration	Lukedutton.xba@gmail.com	

Previous Next

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## STEP 21

Click on Next

Phone

l.com

Previous **Next**

 Engagifii  
by CALIFORNIA

## STEP 22

Successful registration notification

**Xba**

**Principal Leadership Summer Conference**  
Event Type: Summer Conference

Day 1: June 10, 2024 8:00 AM - 6:00 PM | Day 2: June 11, 2024 8:00 AM - 6:00 PM | Day 3: June 12, 2024 8:00 AM - 6:00 PM | Day 4: June 13, 2024 8:00 AM - 6:00 PM

No Tags

Thank you for registering!

Registrant	Registration ID	Registration Date	Registration Status
Tara Banks tarabanks@yopmail.com	RG-E-014966	Fri, Nov 17, 2023 at 2:04 PM	Registered
Tara Banks tarabanks@yopmail.com	RG-E-015046	Wed, Nov 22, 2023 at 10:56 AM	Registered
Christian Brown christianbrown@yopmail.com	RG-E-015047	Wed, Nov 22, 2023 at 10:56 AM	Registered

Event Name: Principal Leadership Summer Conference  
Total Payment: \$600.00  
Event Schedule: Mon, Jun 10, 2024 from 8:00 AM - 6:00 PM to Thu, Jun 13, 2024 from 8:00 AM - 6:00 PM  
Event Location: Day Mon, Jun 10, 2024 from 8:00 AM to 6:00 PM | Day Tue, Jun 11, 2024 from 8:00 AM to 6:00 PM | Day Wed, Jun 12, 2024 from 8:00 AM to 6:00 PM

Event Price

	Tara Banks	Christian Brown
Principal Leadership Summer Conference	\$300.00	\$300.00
2 Total People   Total Price   \$600.00		

S.No	Search People	Classes	Sessions	Sub-total
1	Tara Banks tarabanks@yopmail.com	Not Selected	Not Selected	\$0.00
	Christian Brown	Not Selected	Not Selected	\$0.00

