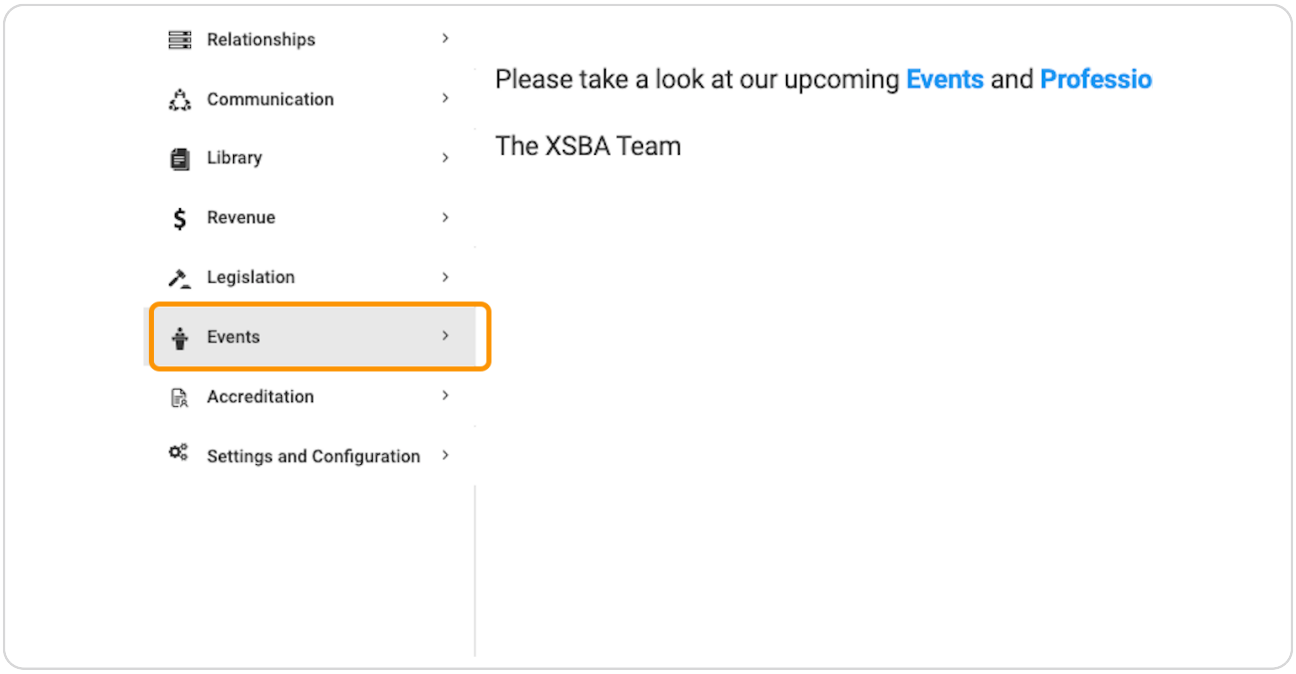
# Event Registration

22 Steps [View most recent version]

| Created by | Creation Date | Last Updated |
| --- | --- | --- |
| Engagifii Inc. | November 22, 2023 | November 22, 2023 |

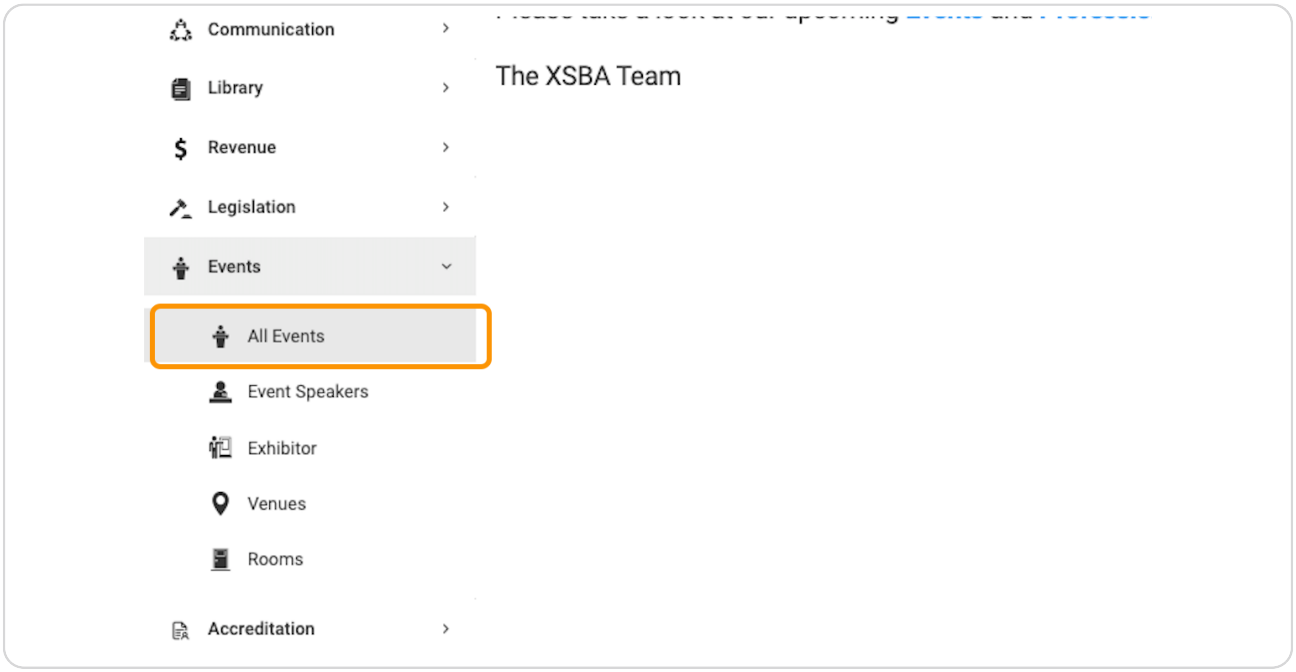
STEP 1

## Click on Events



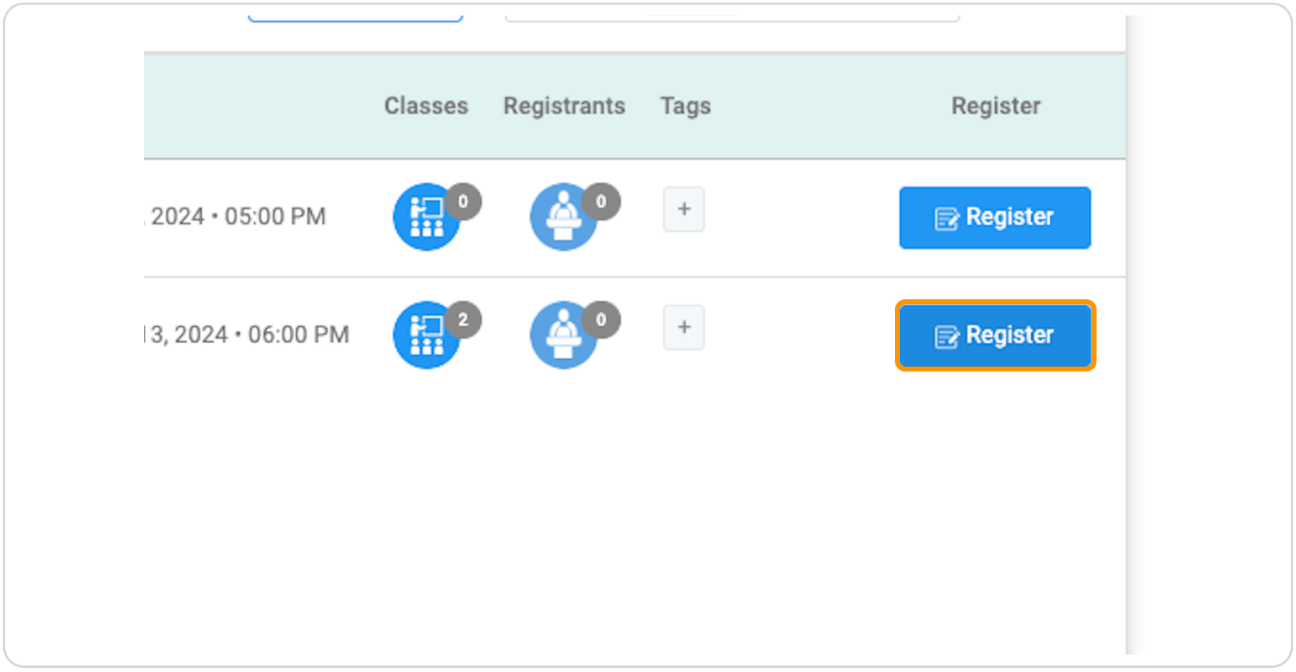

STEP 2

## Click on All Events



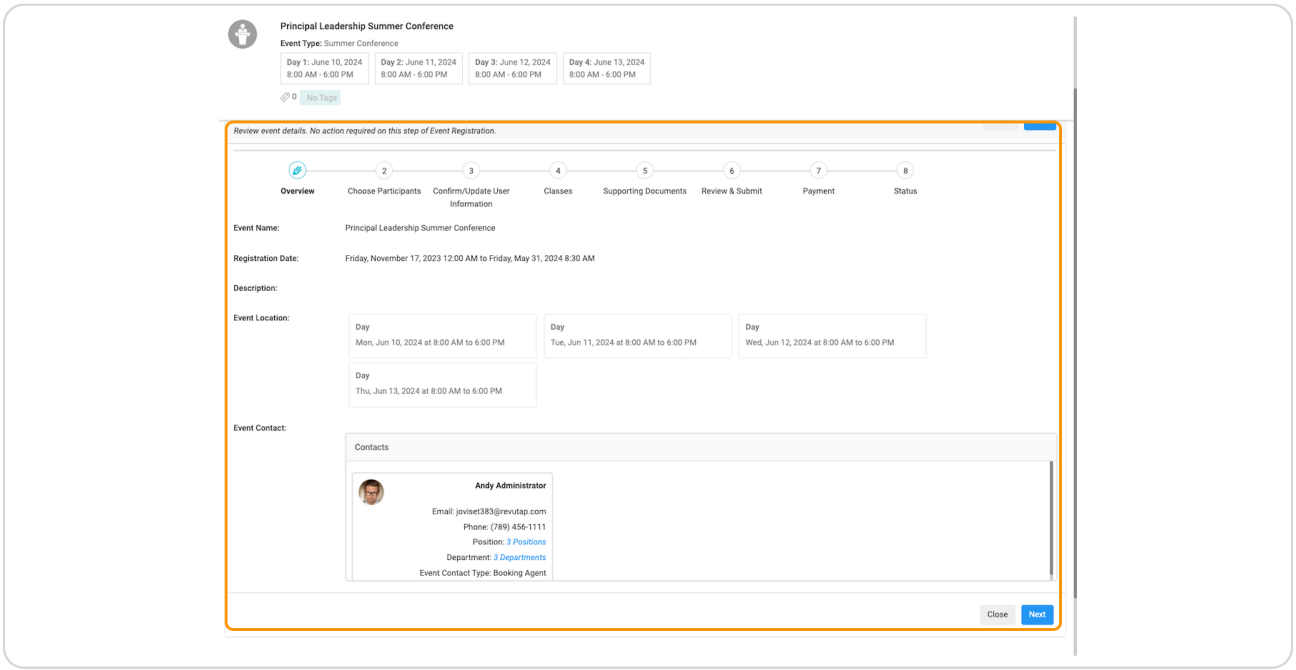
STEP 3

## Click on Register for the event you wish to register for



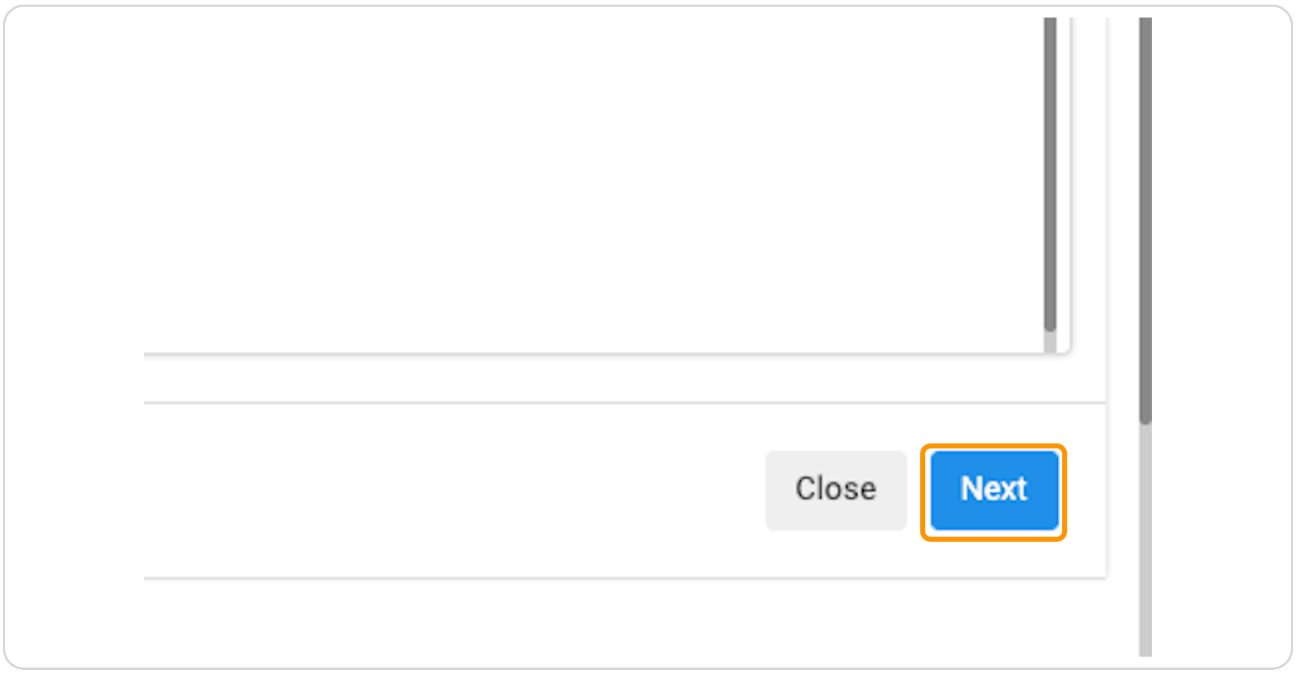

STEP 4

## Review the event details



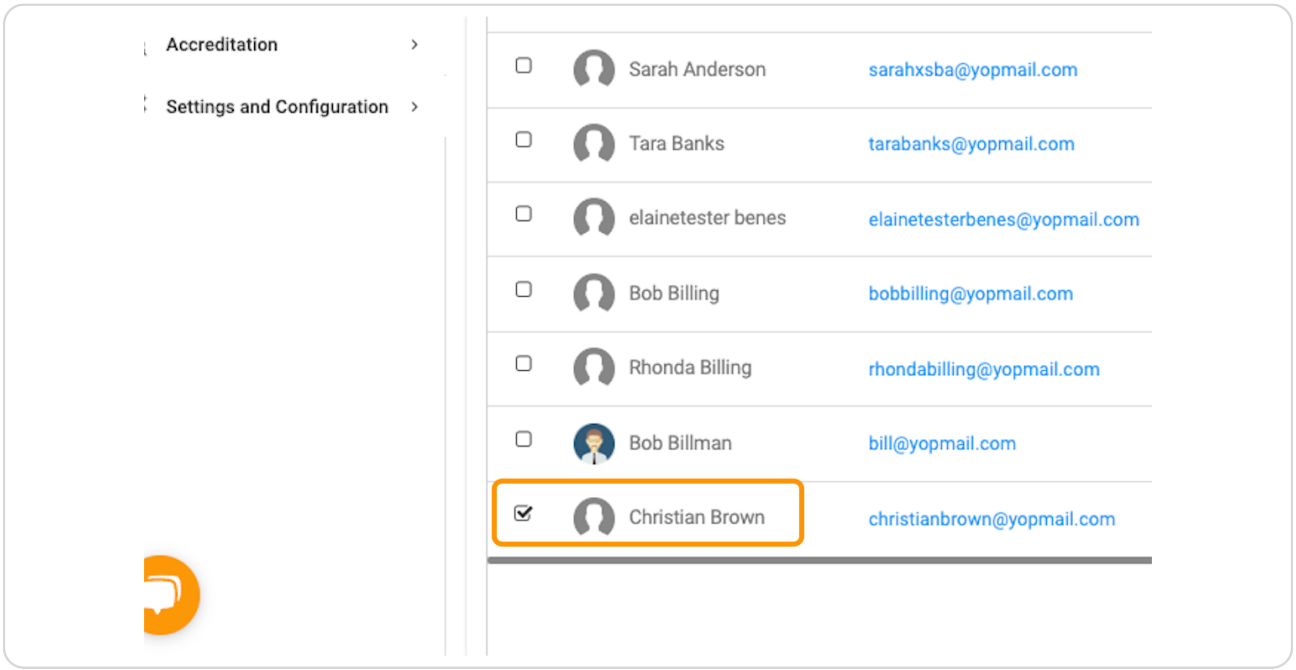
STEP 5

## Click on Next



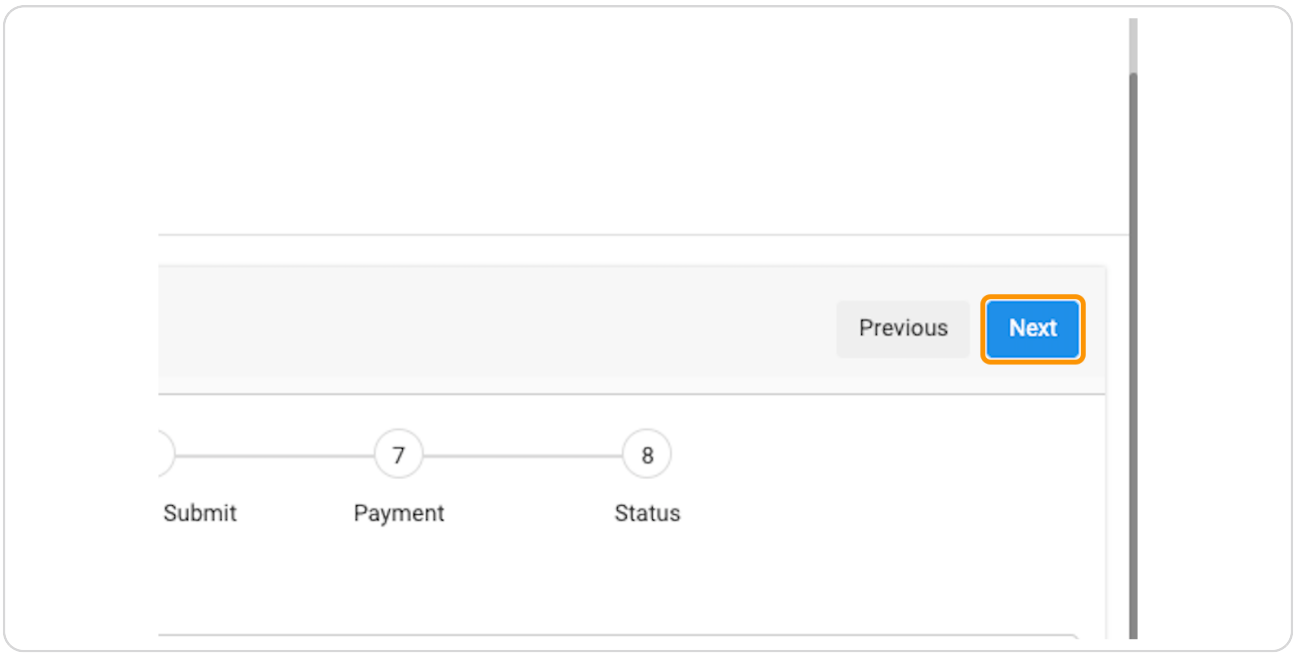

STEP 6

## Check on the participants you wish to register



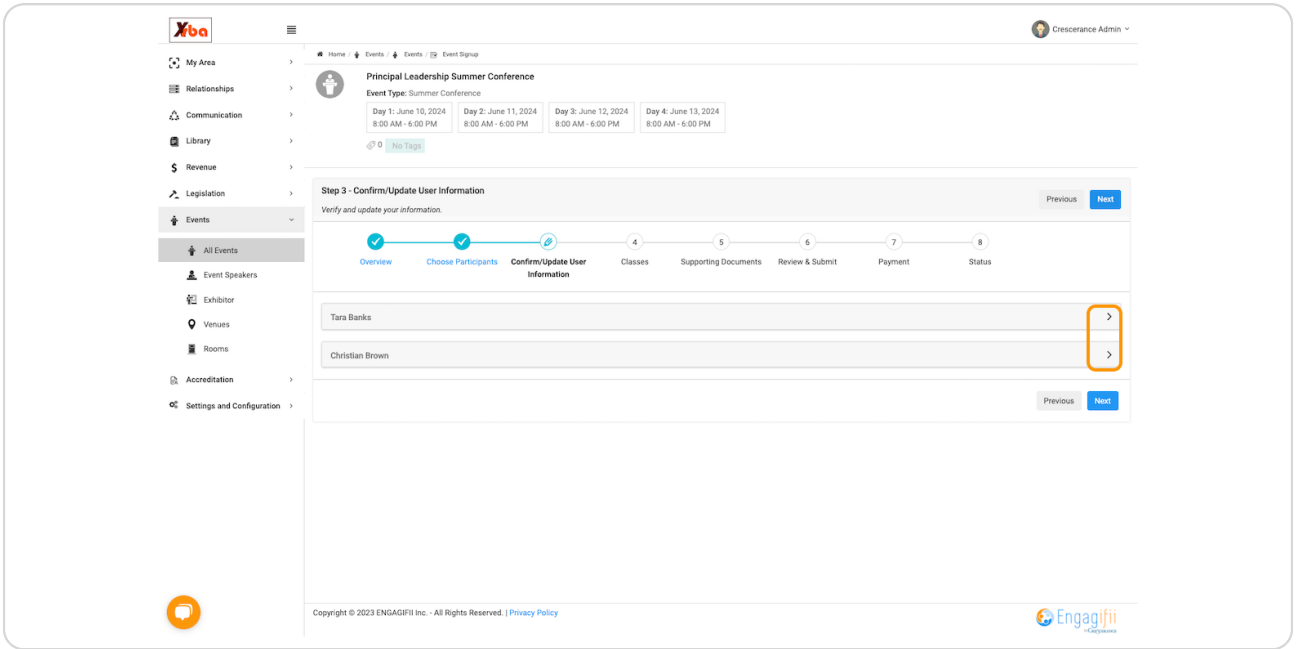
STEP 7

## Click on Next when finished



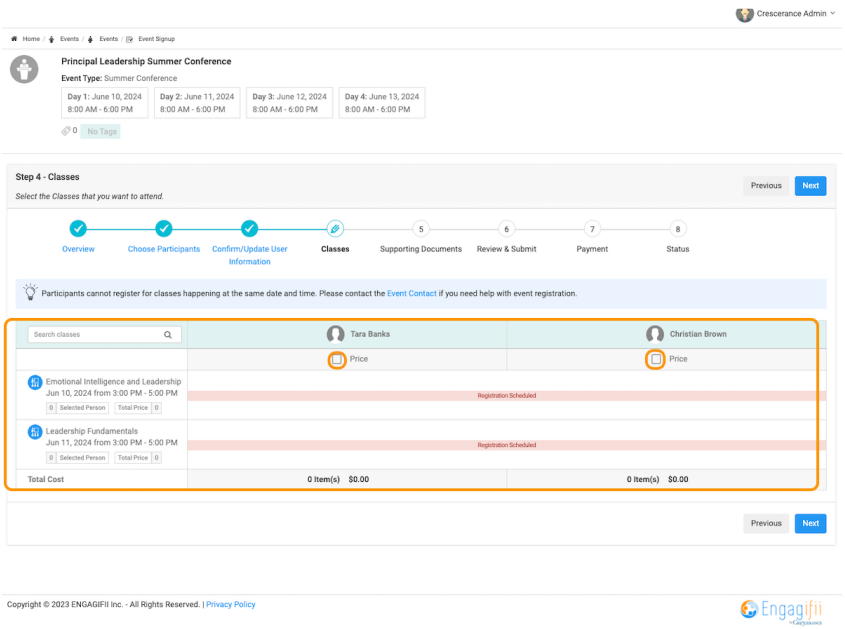

STEP 8

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



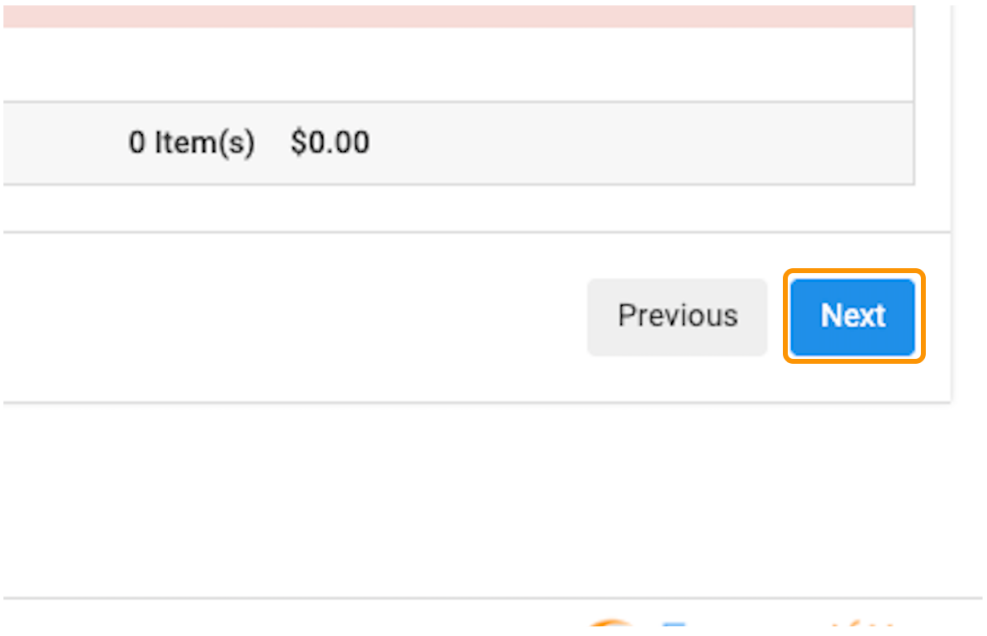
STEP 9

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



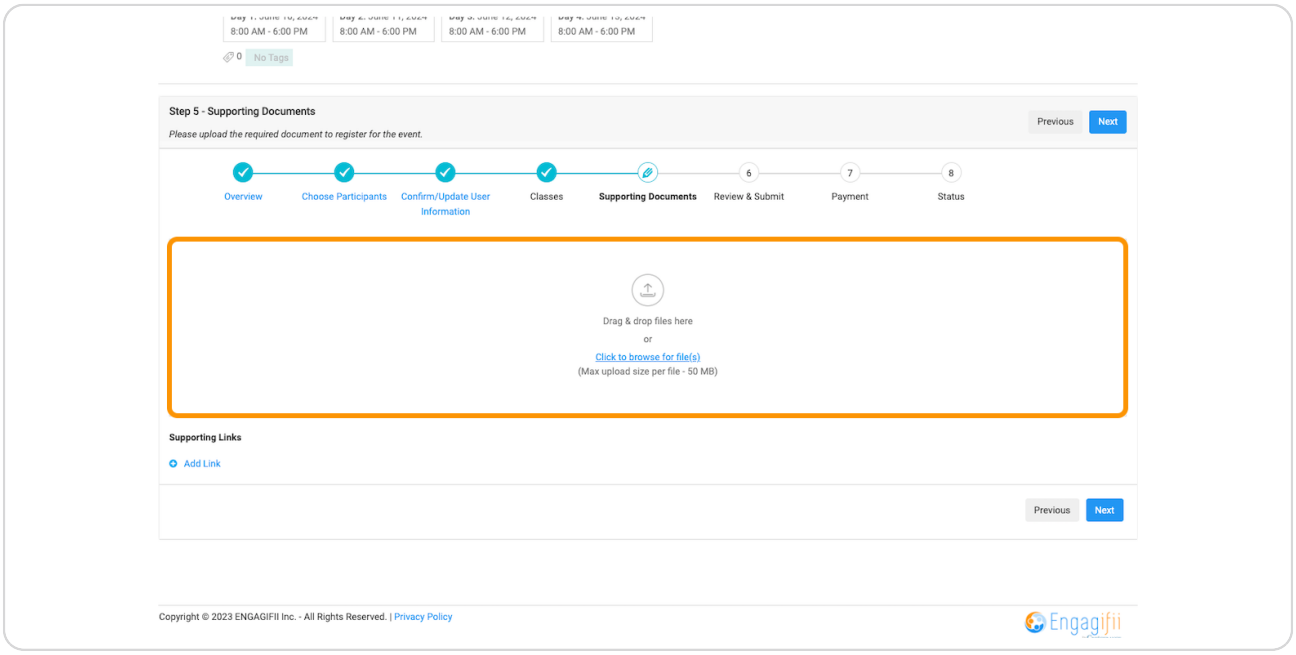

STEP 10

## Click on Next



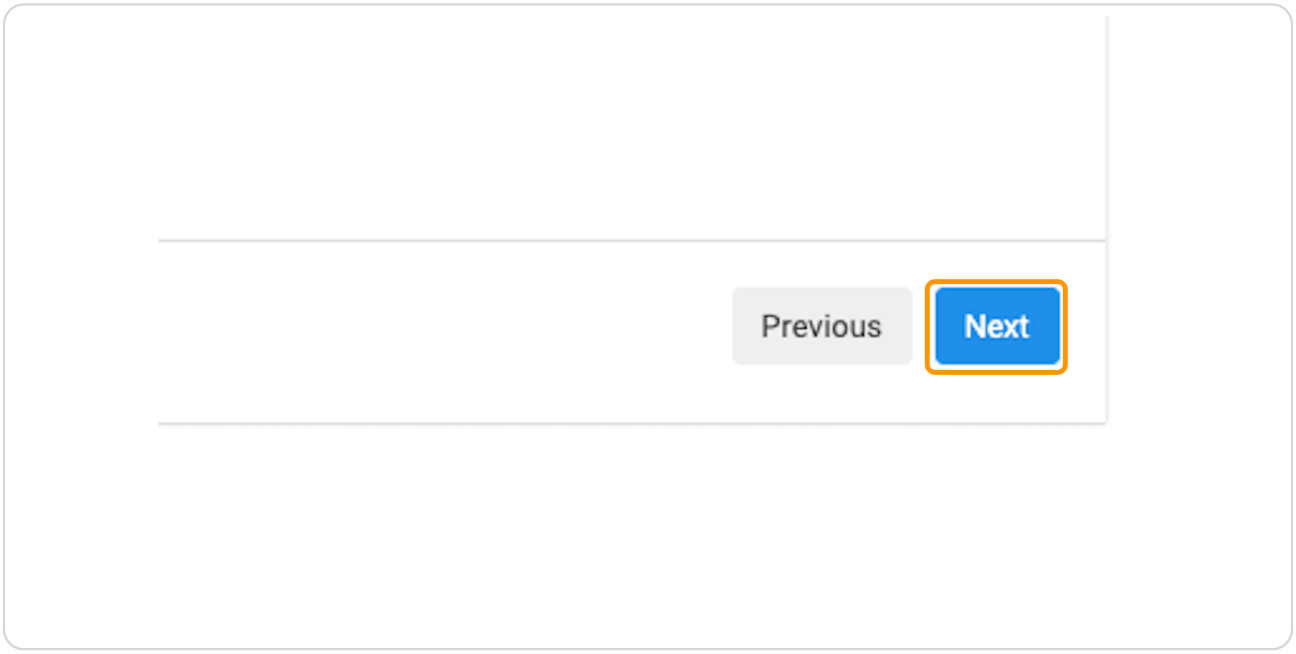
STEP 11

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



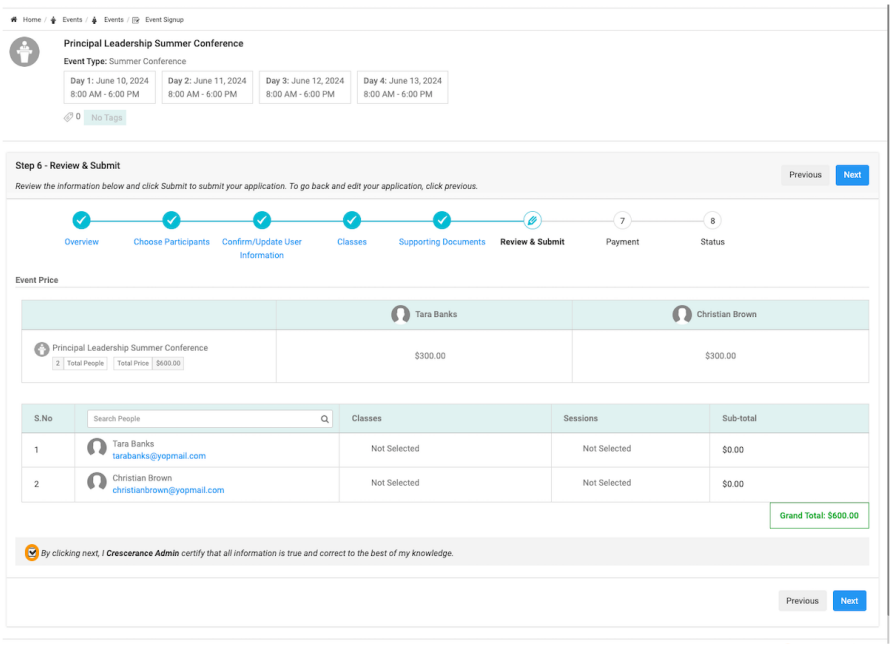

STEP 12

## Click on Next



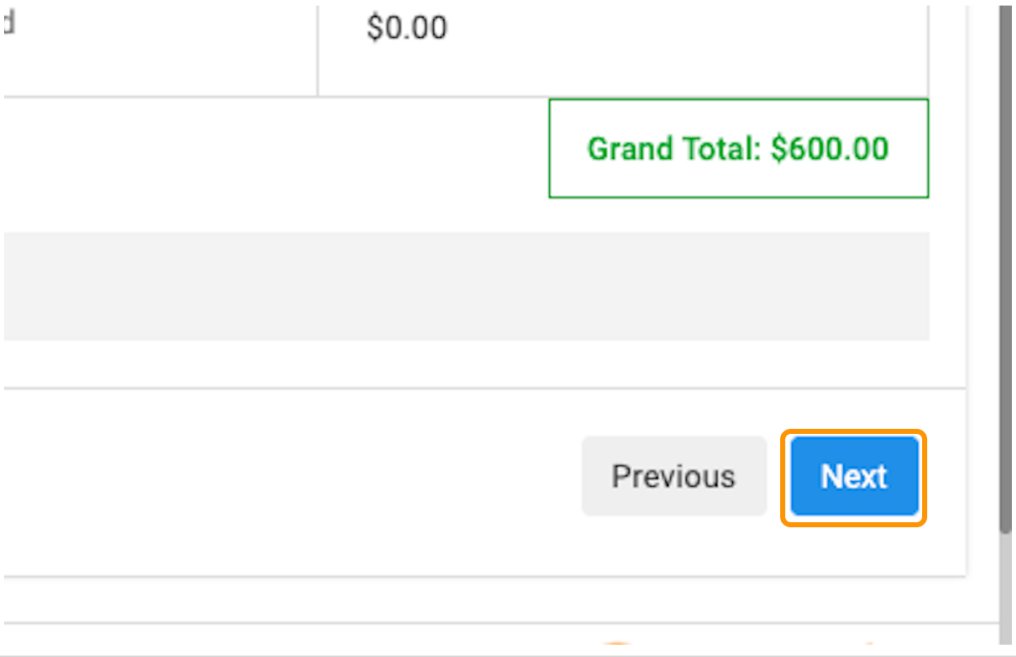
STEP 13

## Review and acknowledge the registration details




STEP 14

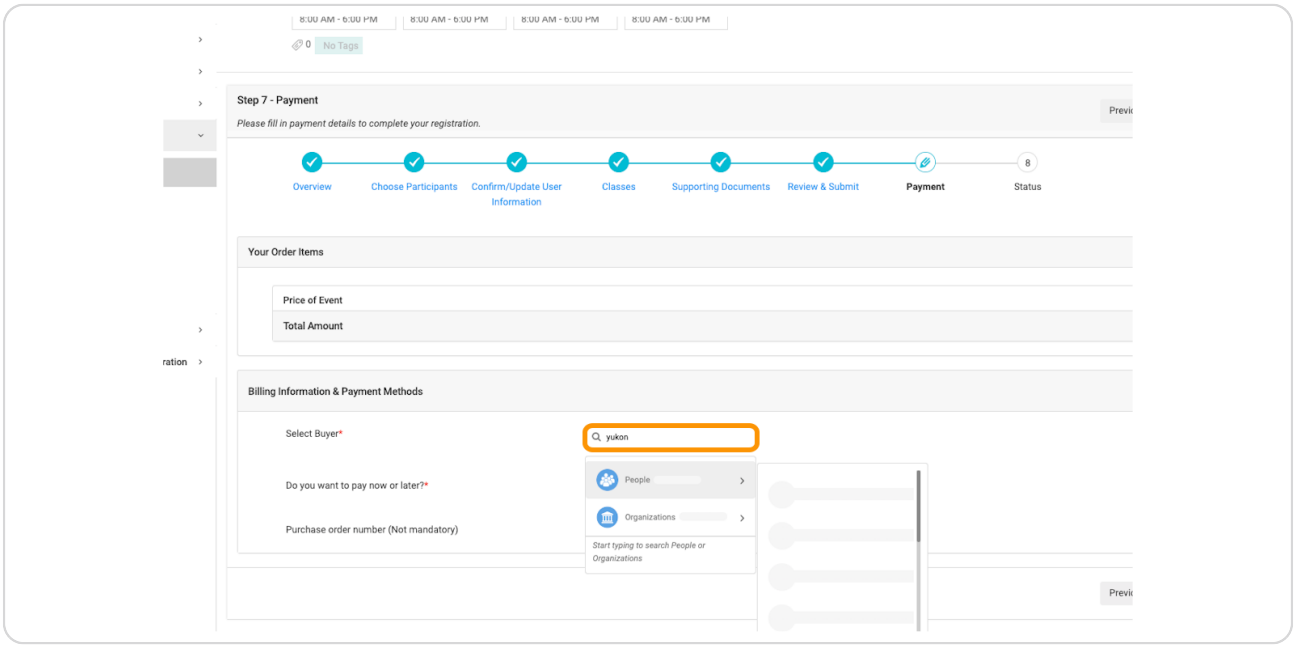
## Click on Next



STEP 15

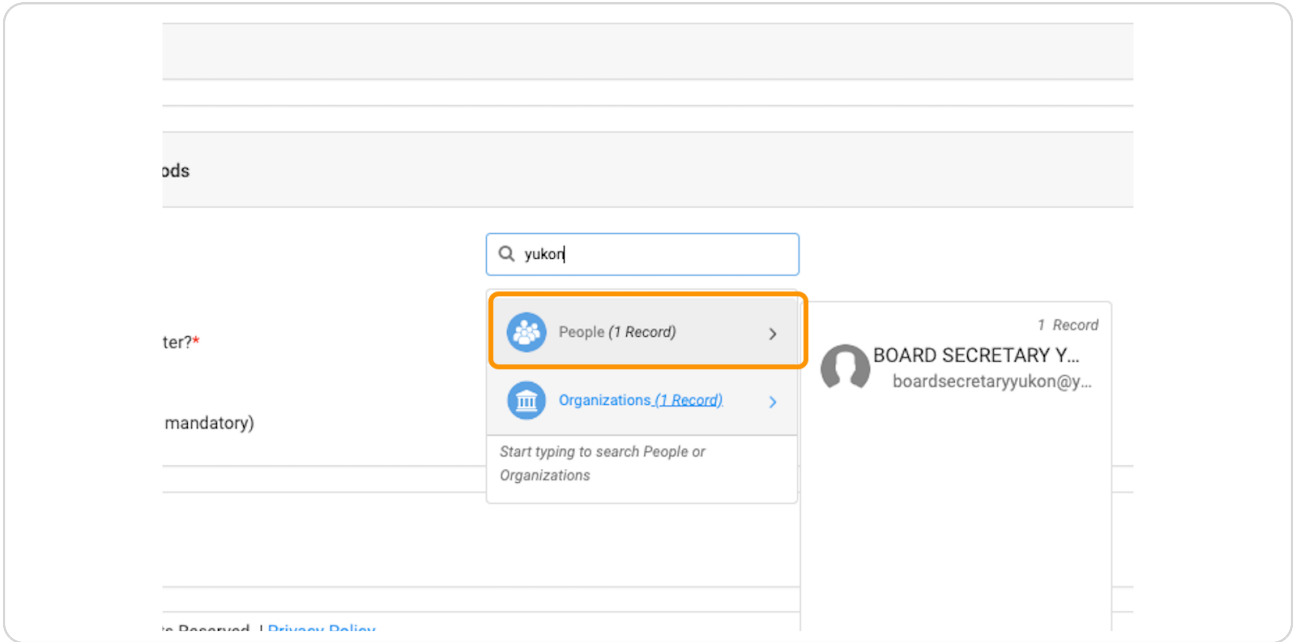
## Complete the Billing Information section

You can add a single buyer or an organization



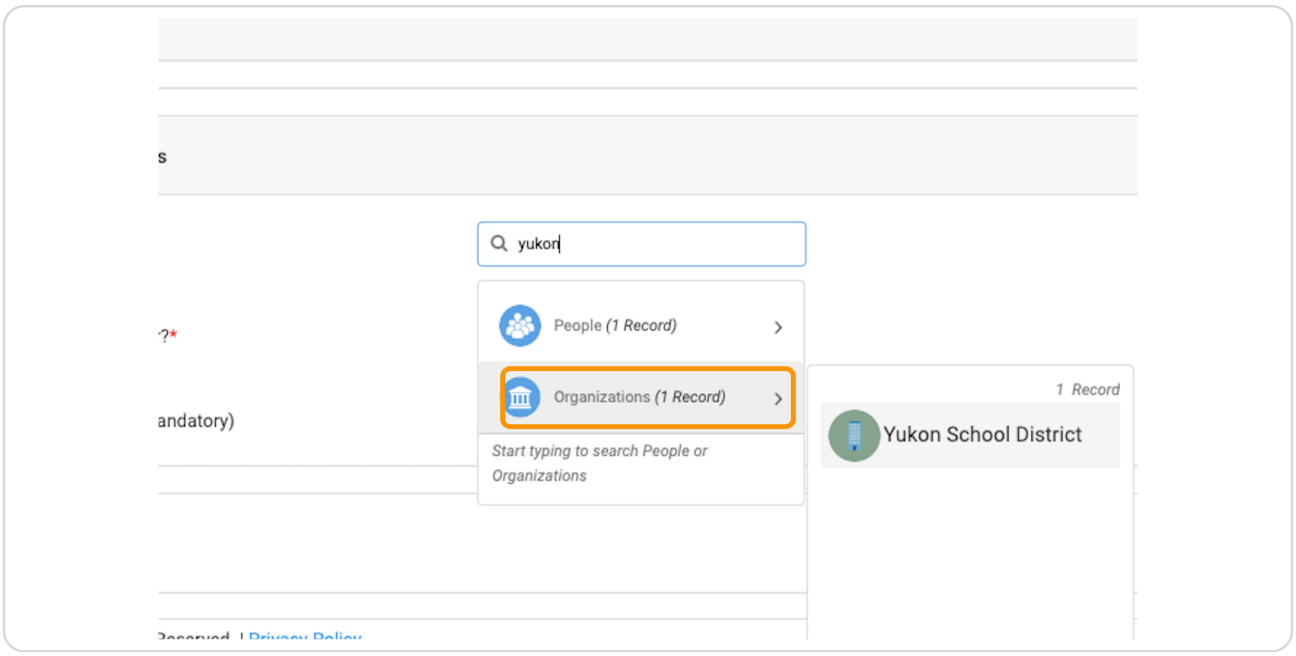

STEP 16

## Click on People for an individual



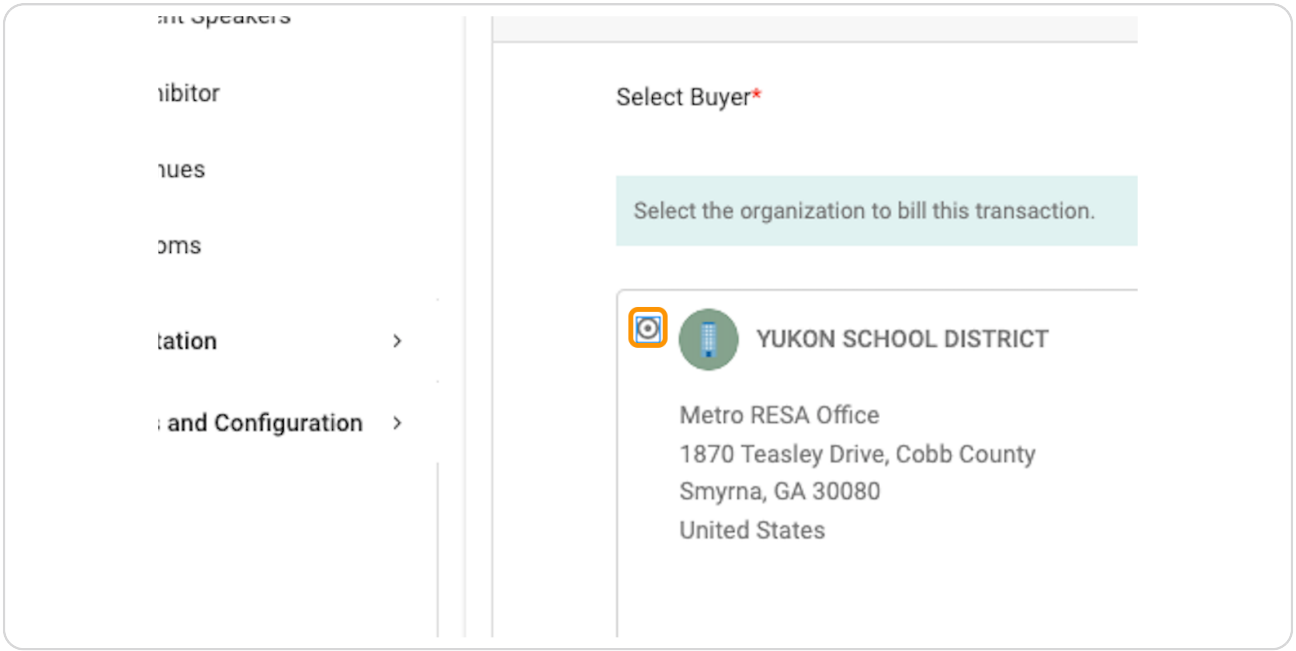
STEP 17

## Click on Organization to bill organization



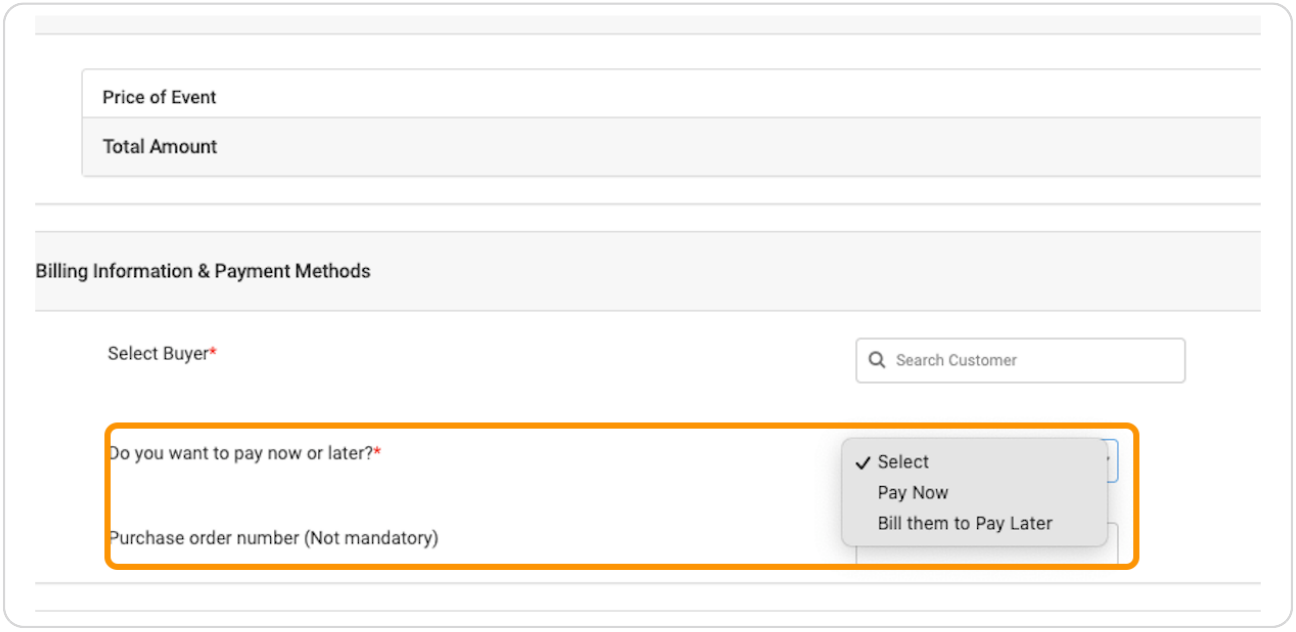

STEP 18

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



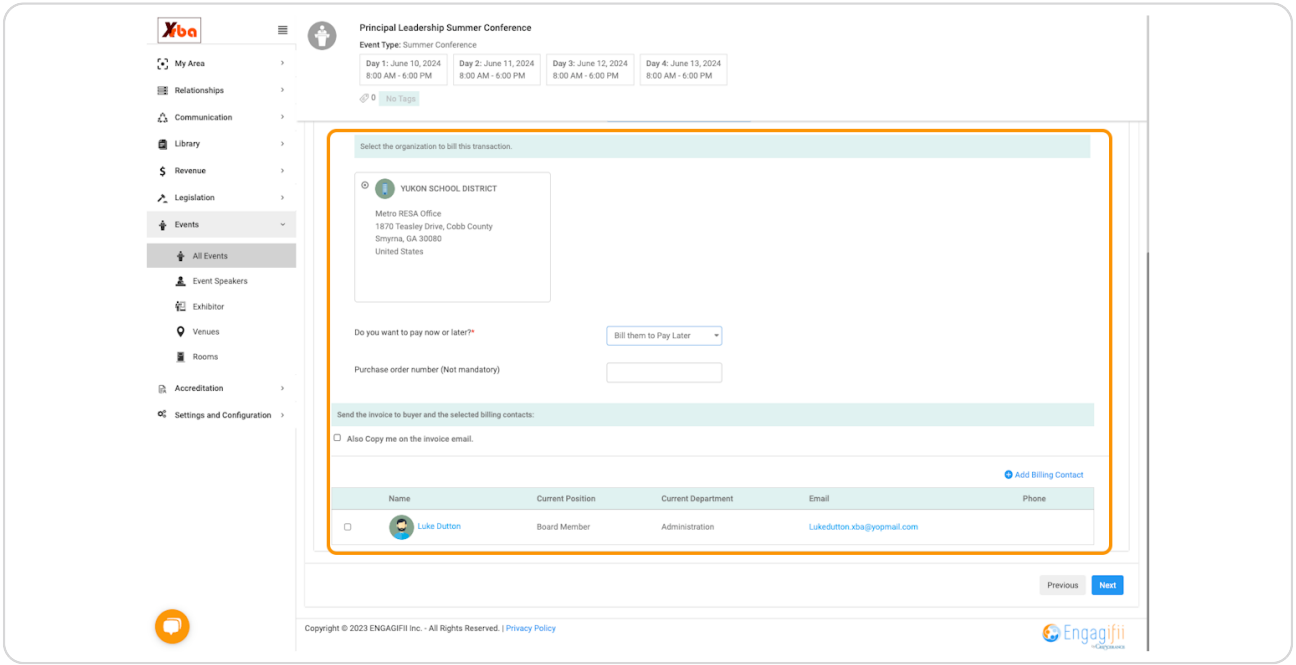
STEP 19

## 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



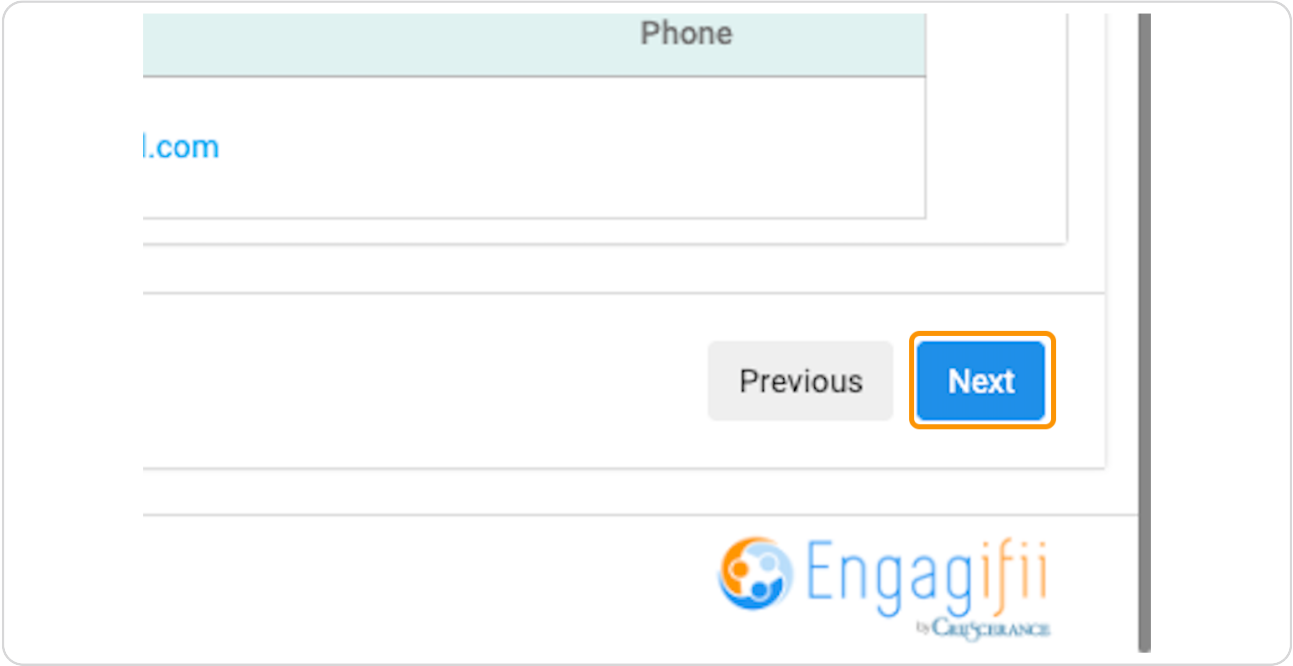

STEP 20

## Select Billing Contact to receive the invoice



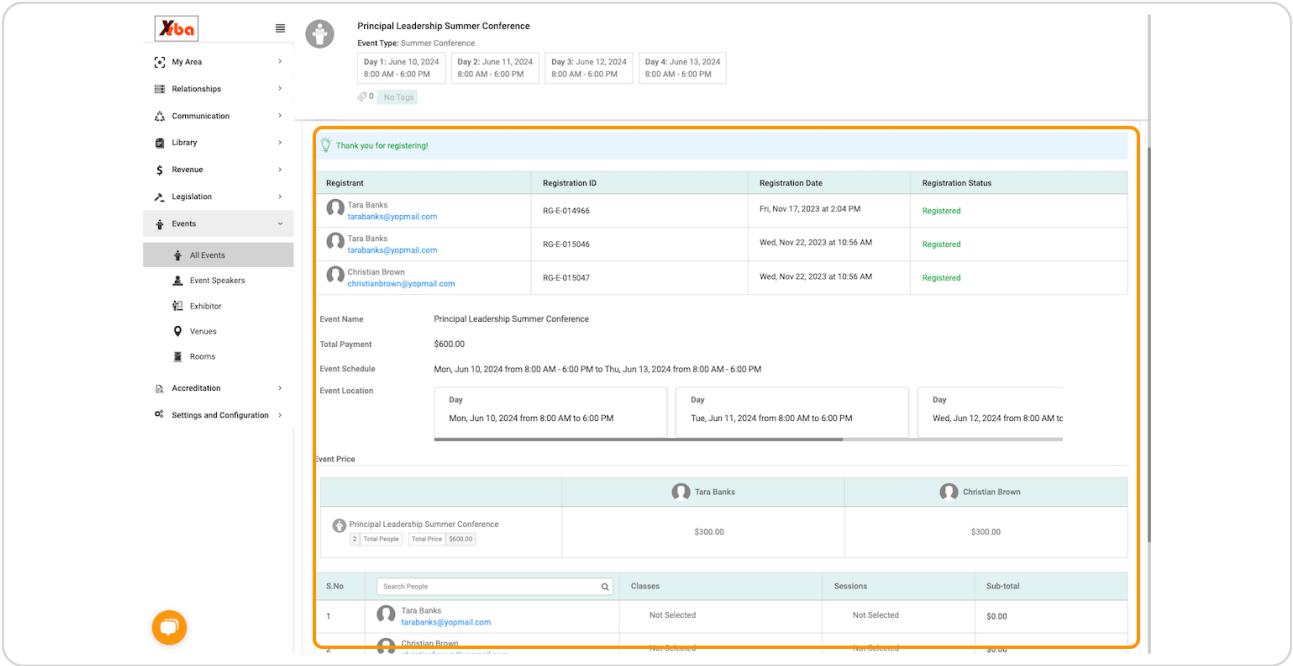
STEP 21

## Click on Next




STEP 22

## Successful registration notification



Engagifii