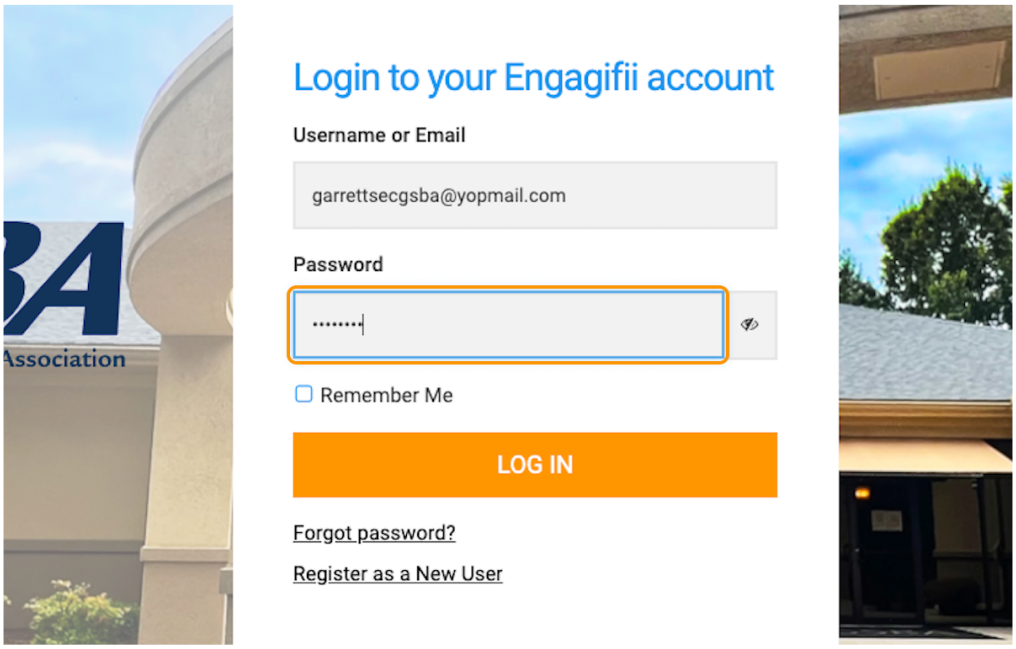
Registering multiple people for an Event

27 Steps View most recent version

Created by	Creation Date	Last Updated
Engagifii Inc.	December 26, 2023	December 26, 2023

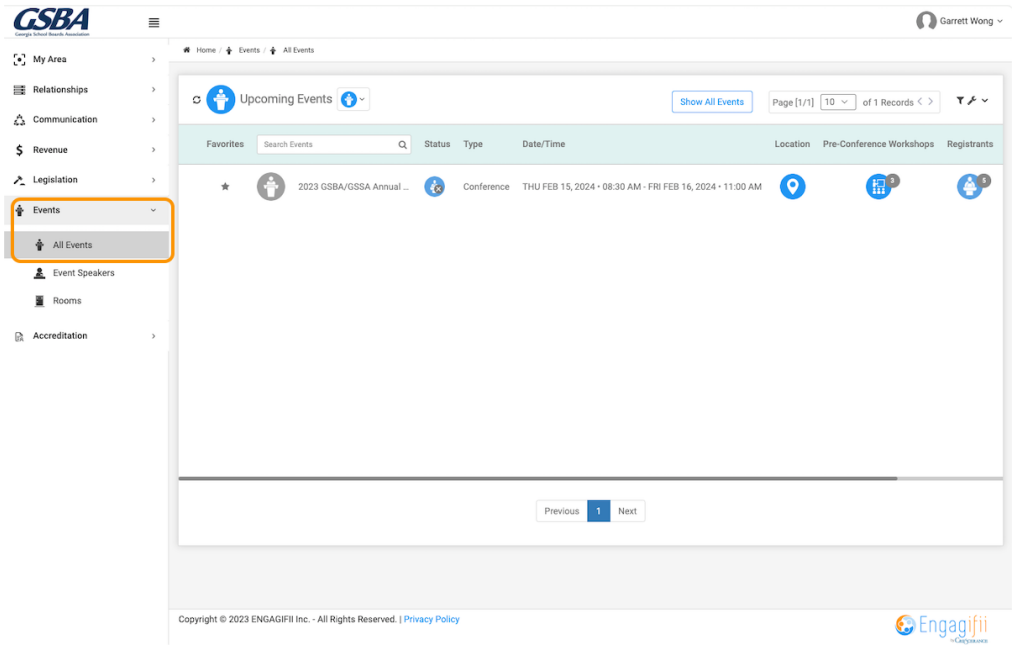
STEP 1

Click on Login to your Engagifii account...



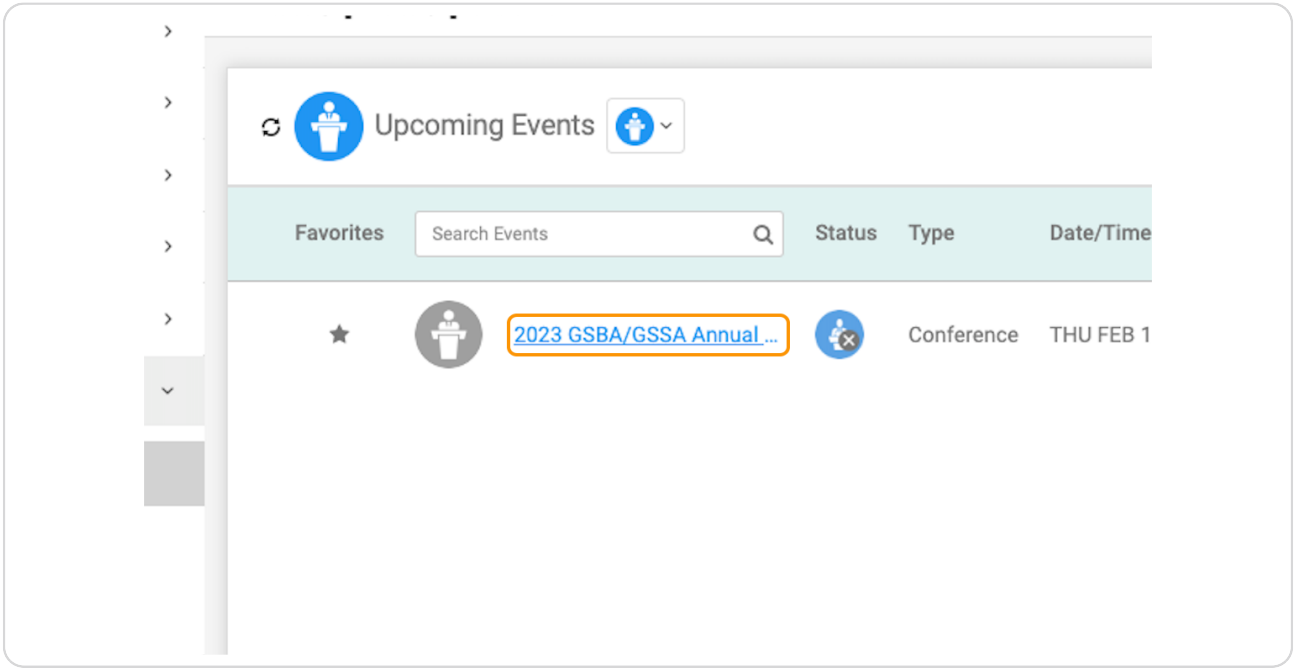
STEP 2

Click on Events, All Events



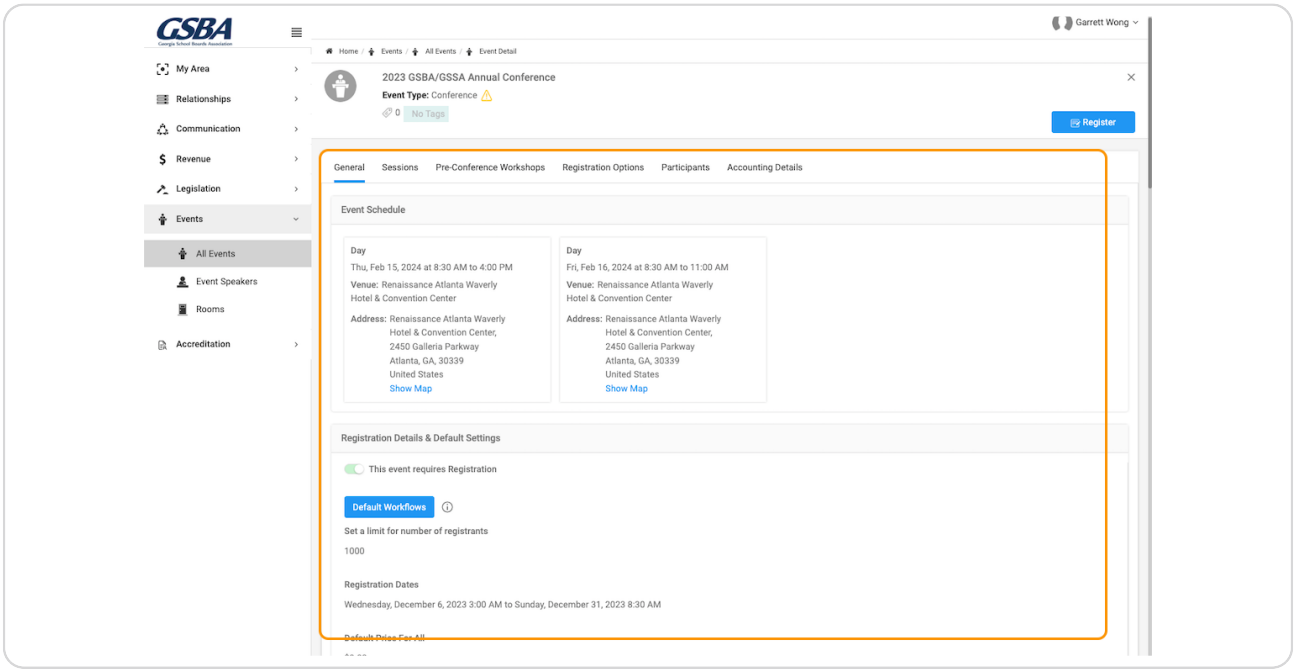
STEP 3

Click on the event you wish to register for



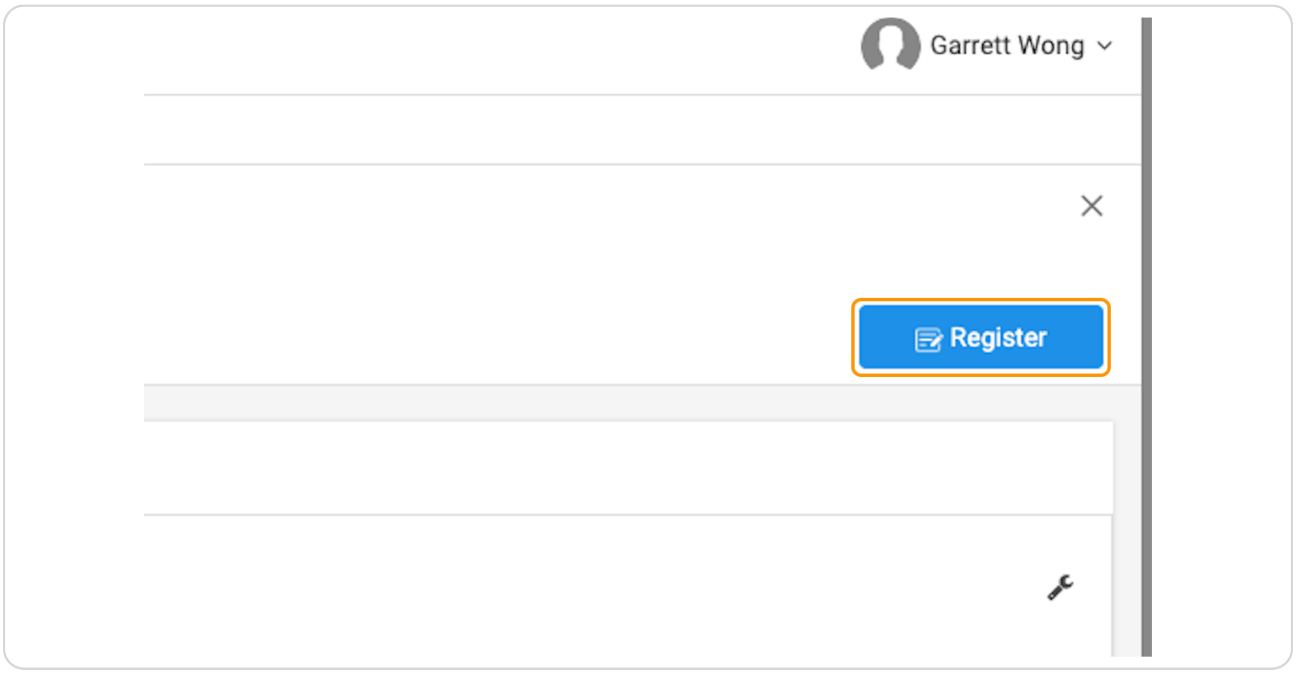
STEP 4

View Event details



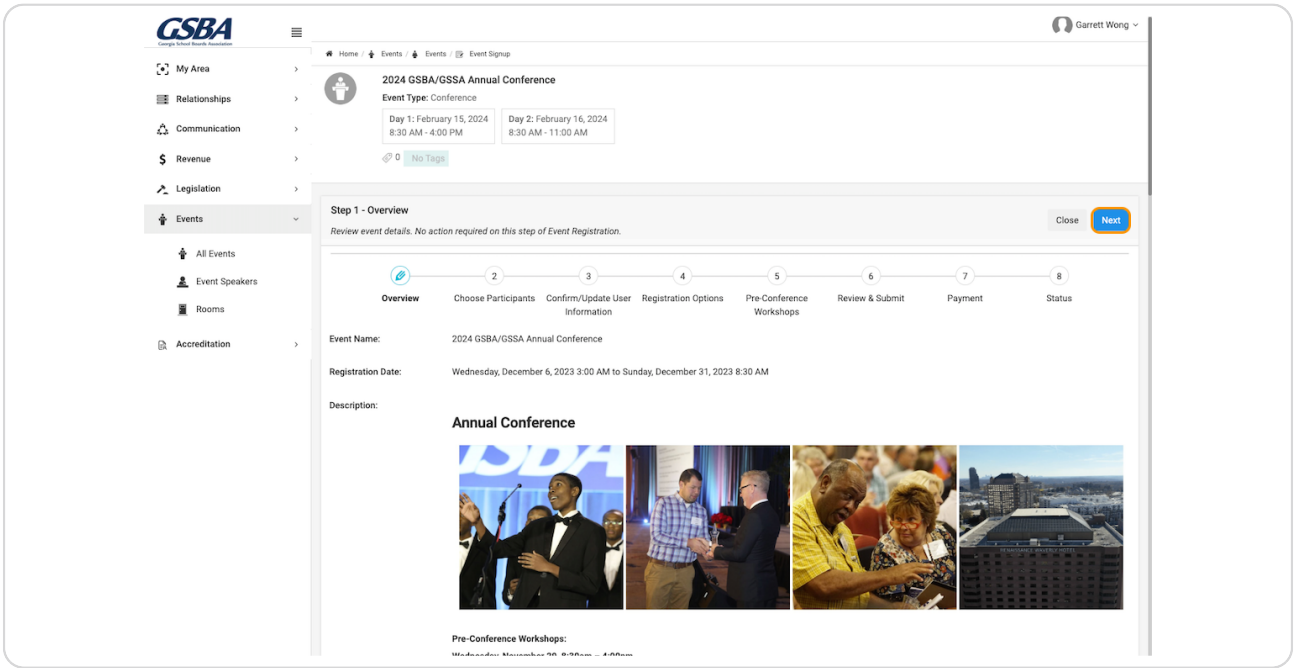
STEP 5

Click on Register



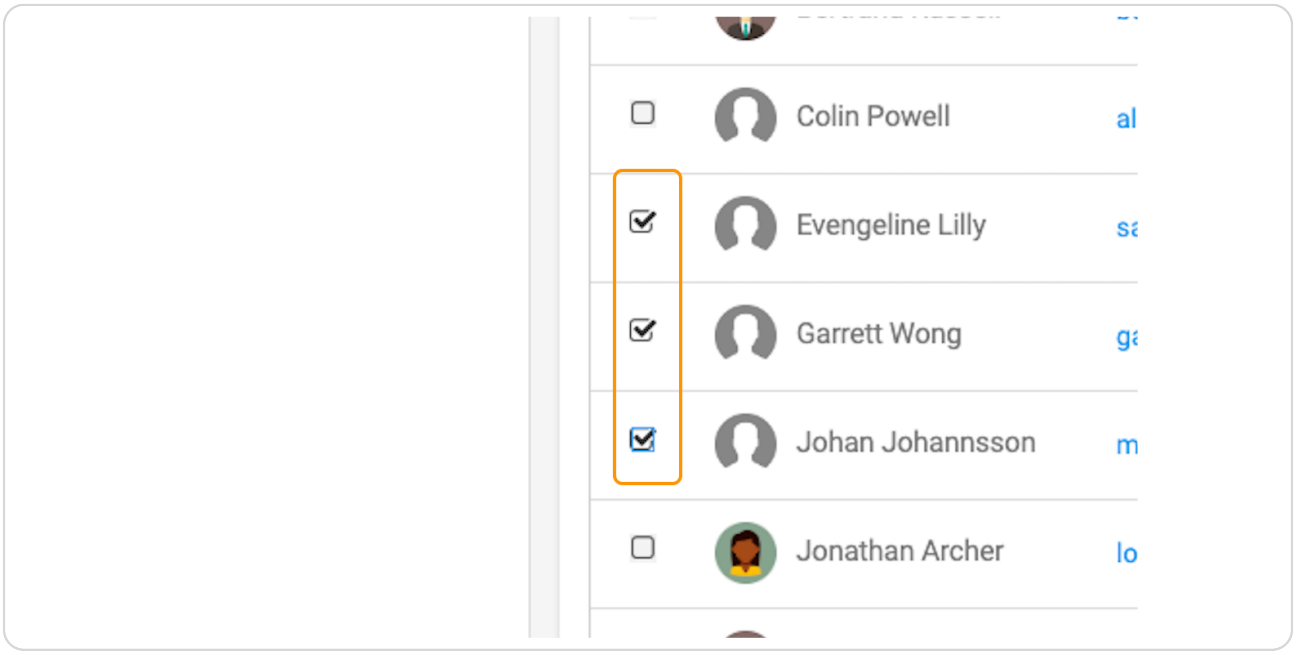
STEP 6

Review Event Details and click on Next



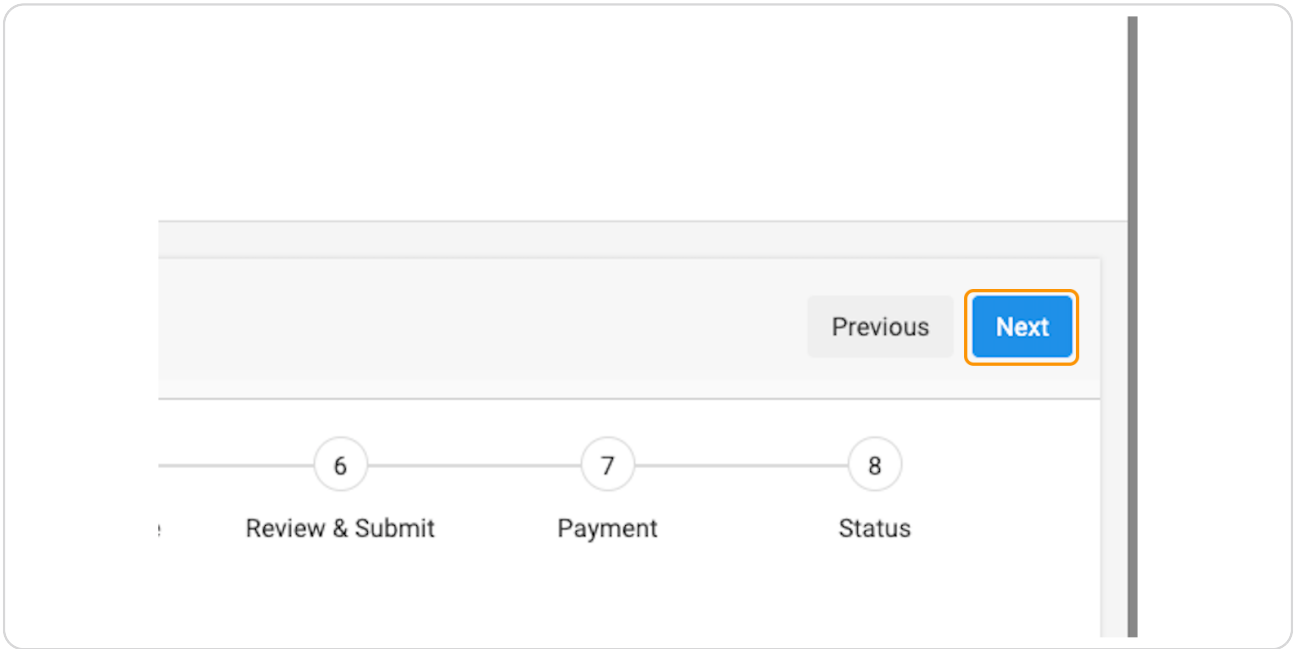
STEP 7

Check on the boxes to select the members of your organization you want to register



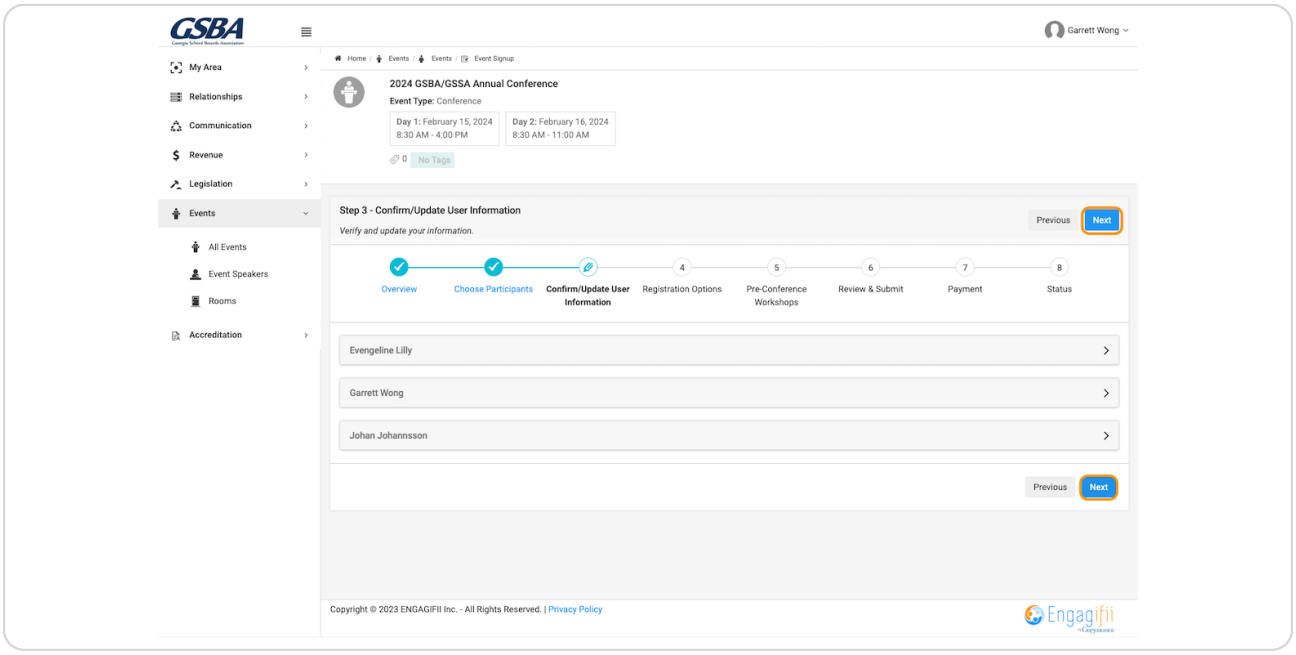
STEP 8

Click on Next when finished



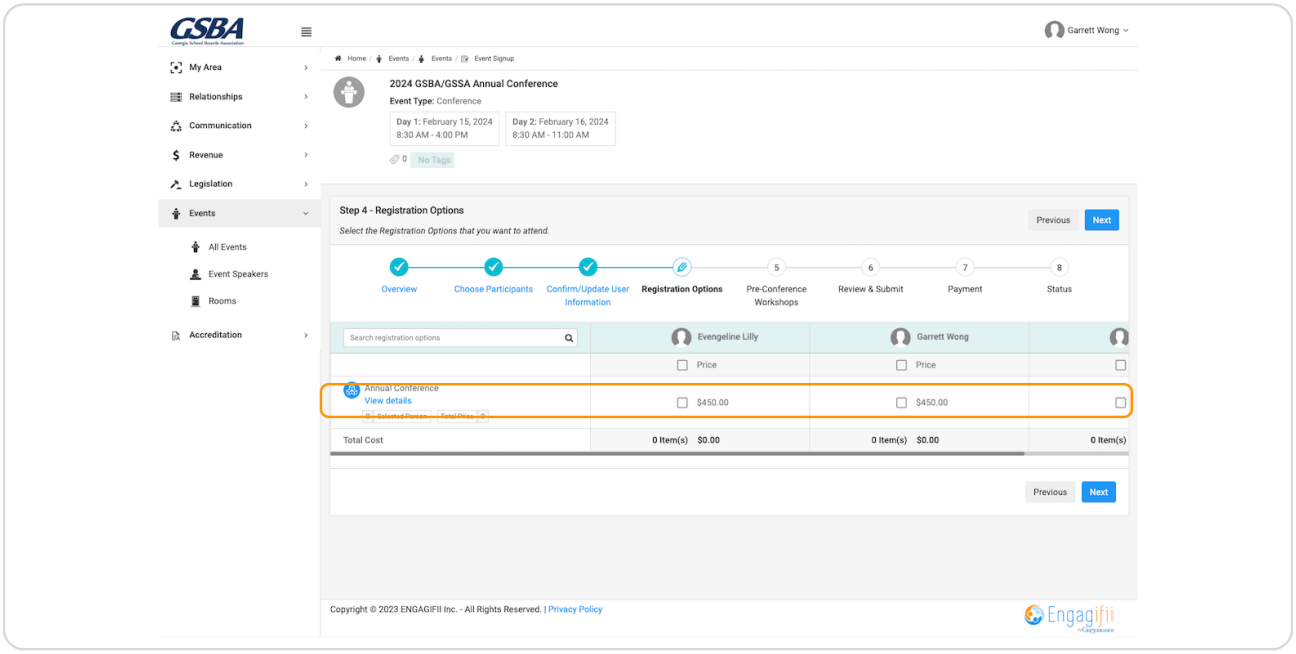
STEP 9

You can view those members details and make any profile updates or simply click on Next



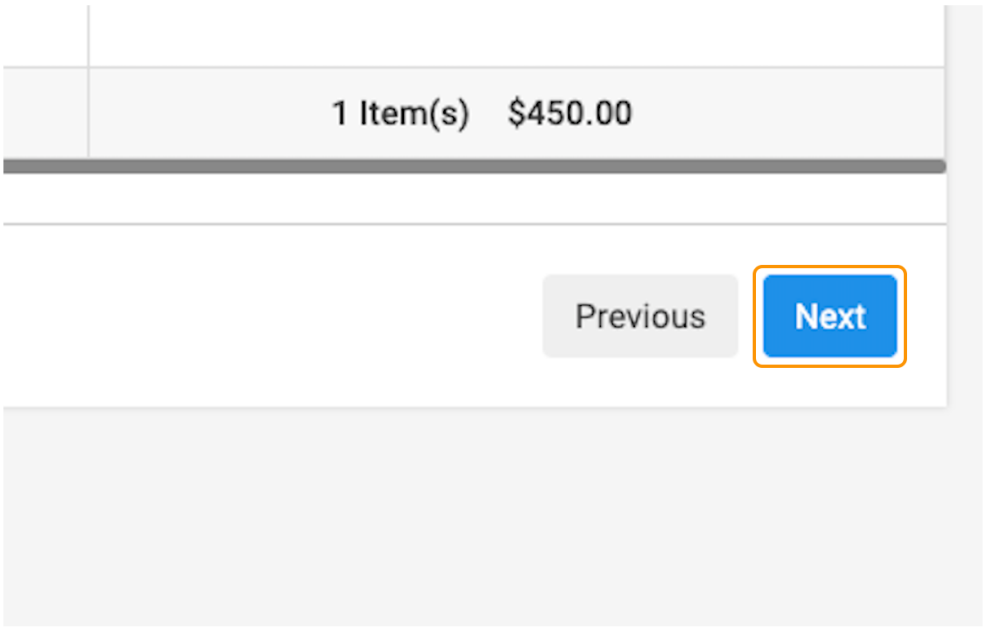
STEP 10

Click on check box to register each member



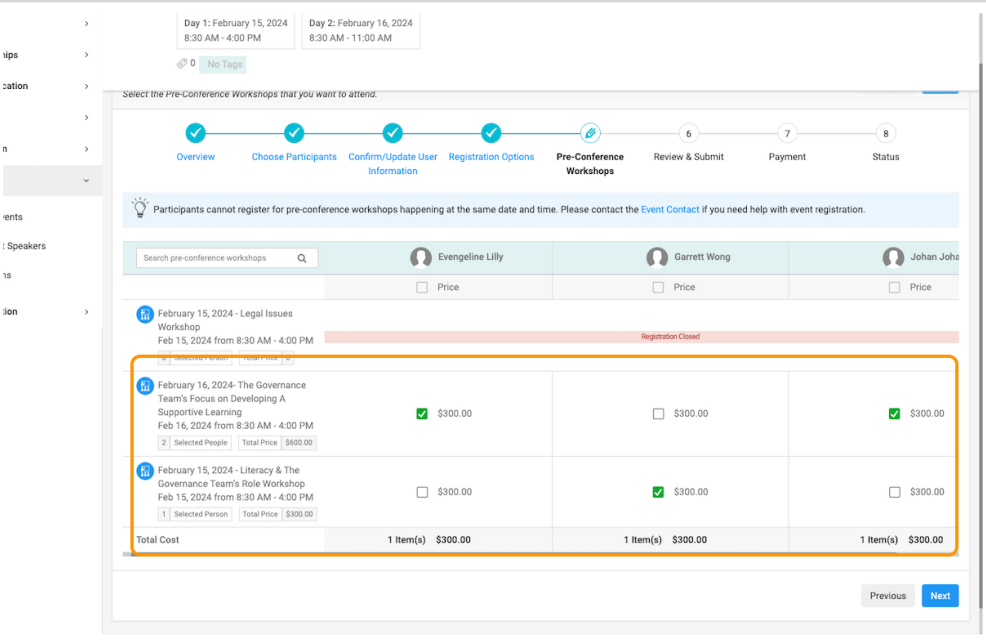
STEP 11

Click on Next



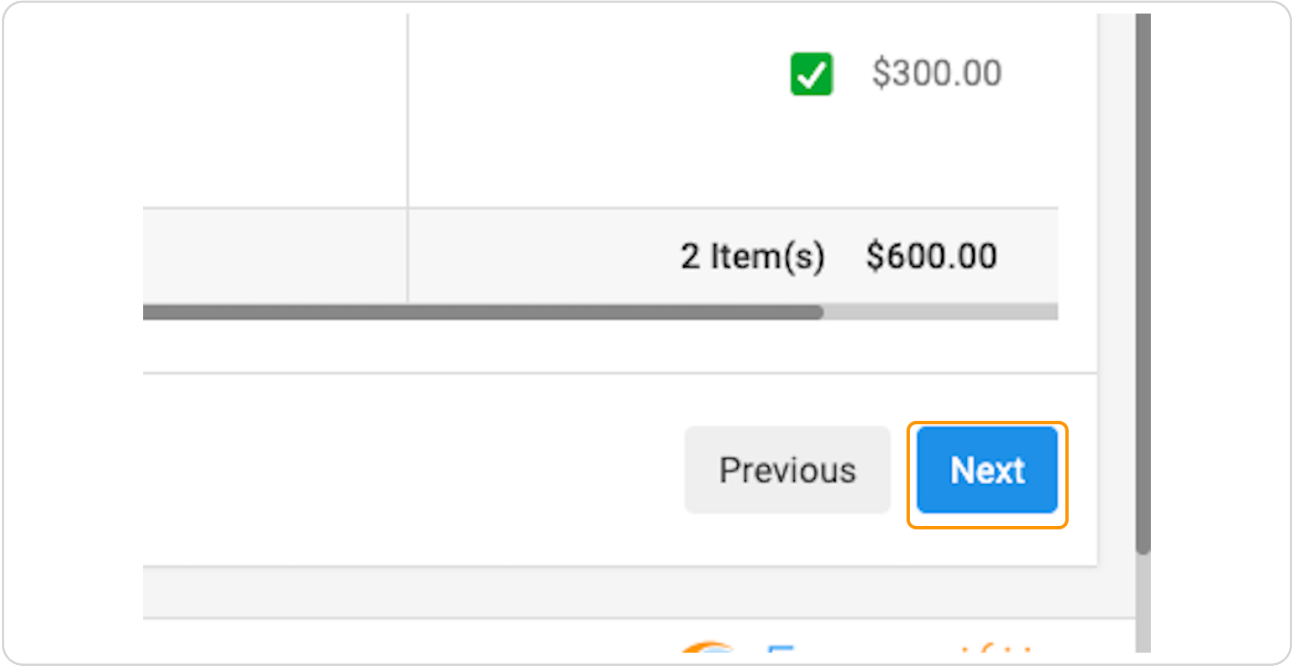
STEP 12

Now select which session, workshop or class you want to register each member for



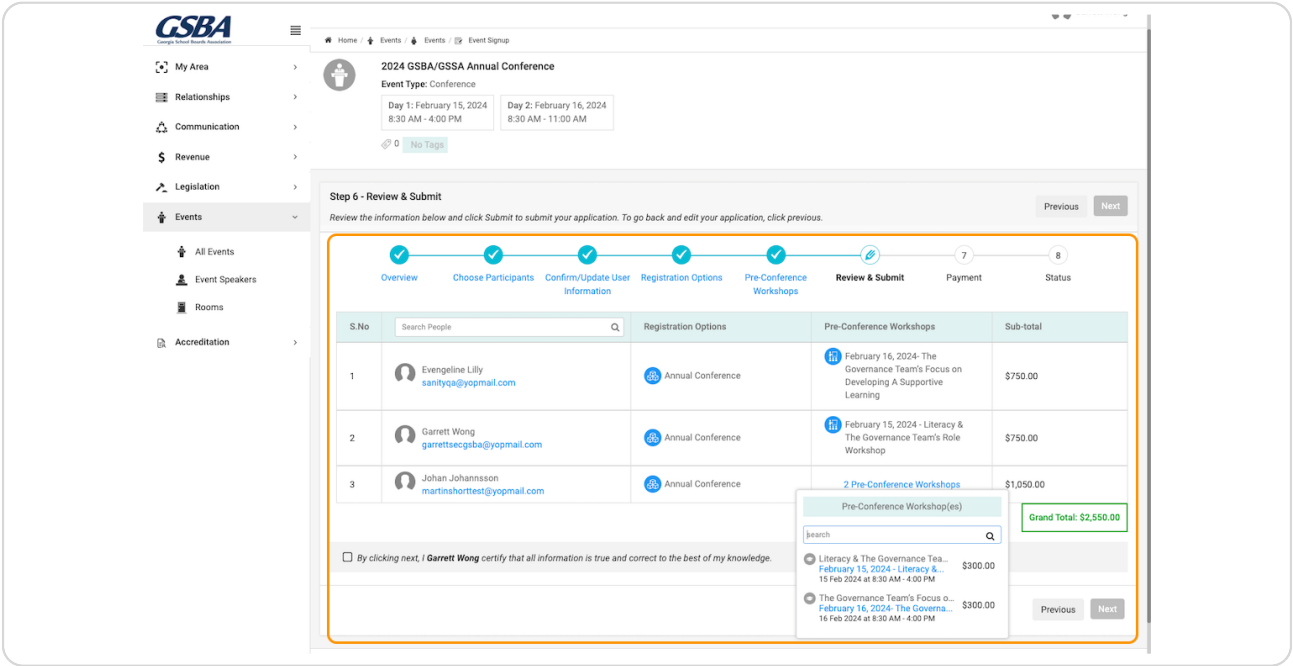
STEP 13

Click on Next when finished making selections



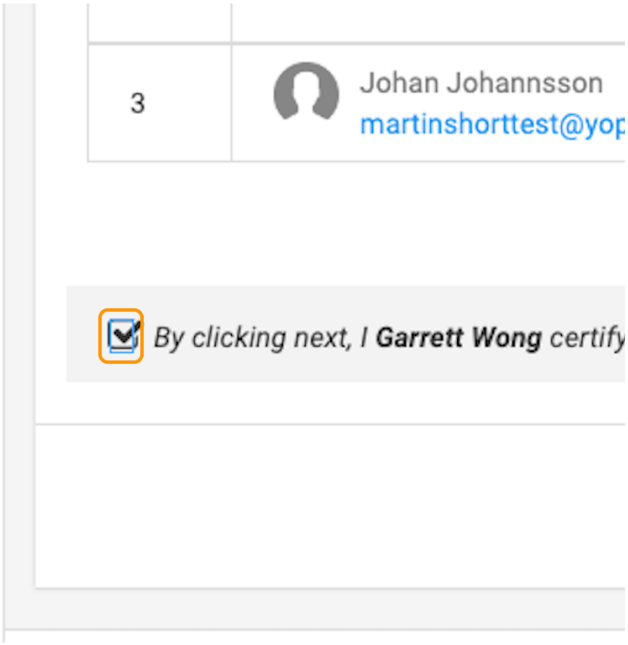
STEP 14

Review registration details



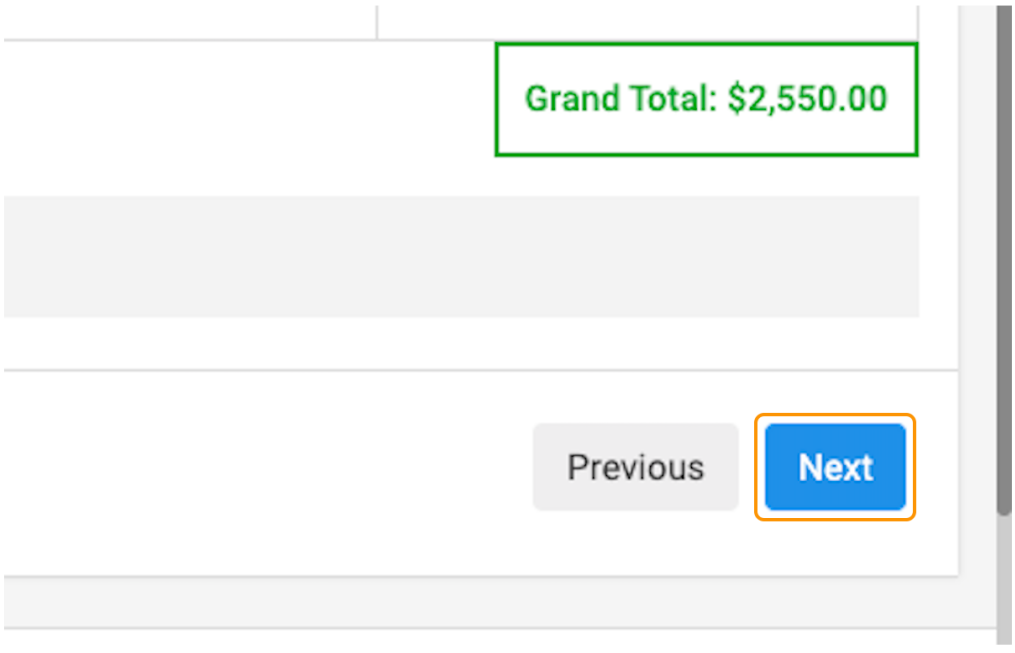
STEP 15

Check on acknowledgement once reviewed



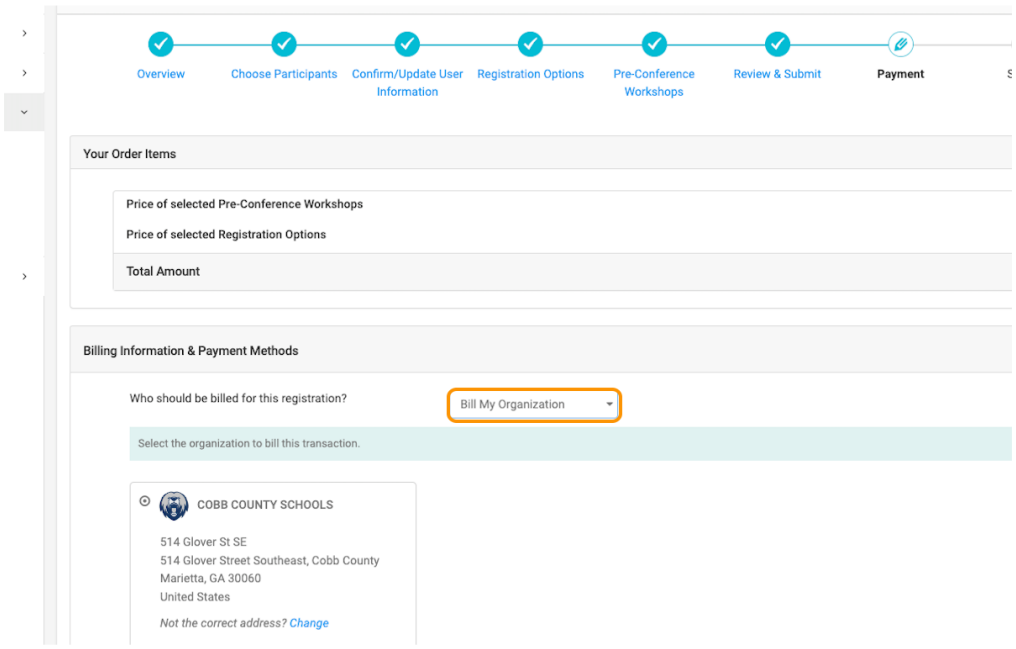
STEP 16

Click on Next



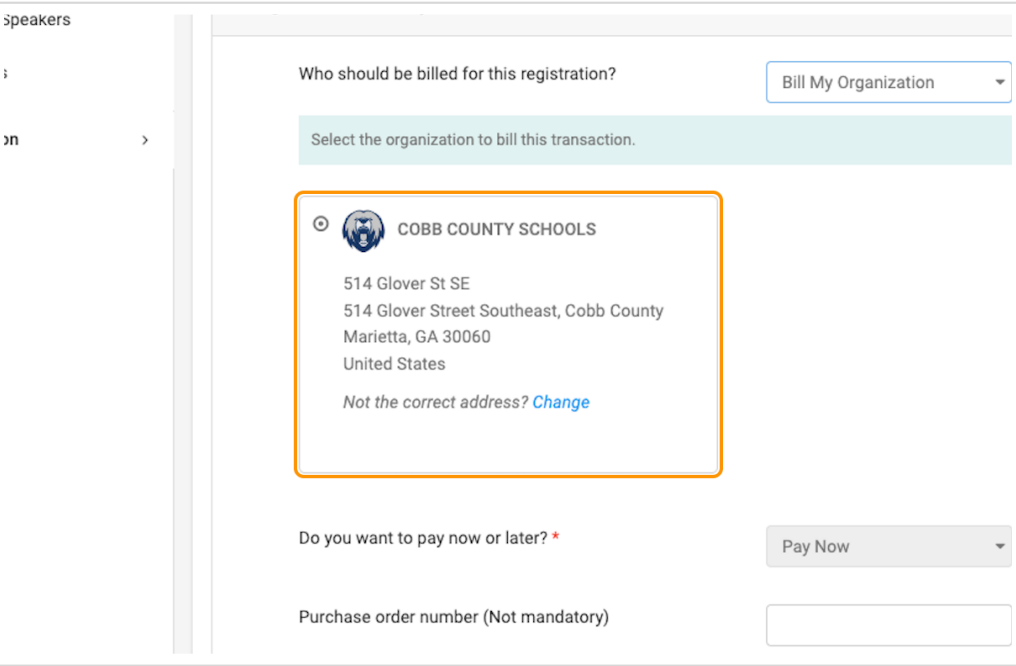
STEP 17

Select Bill My Organization to invoice your organization



STEP 18

Click on your organization and review details

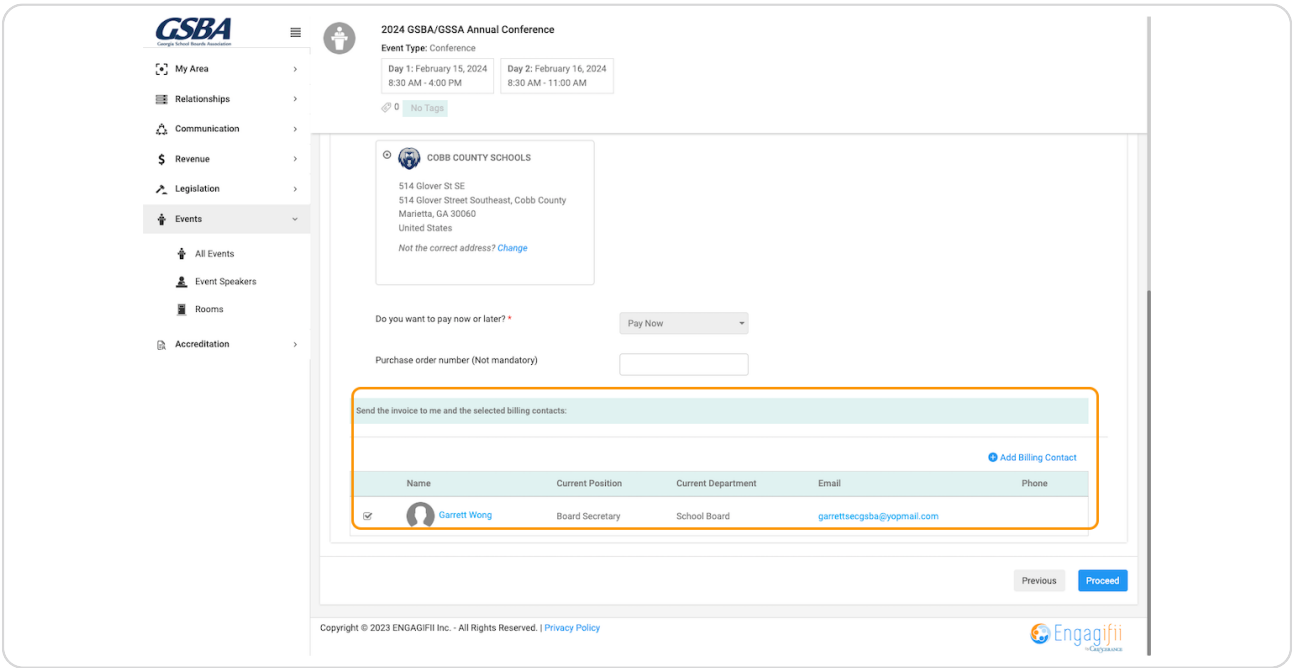


STEP 19

Click on Pay Now to pay by Credit Card

STEP 20

Check on Billing Contact

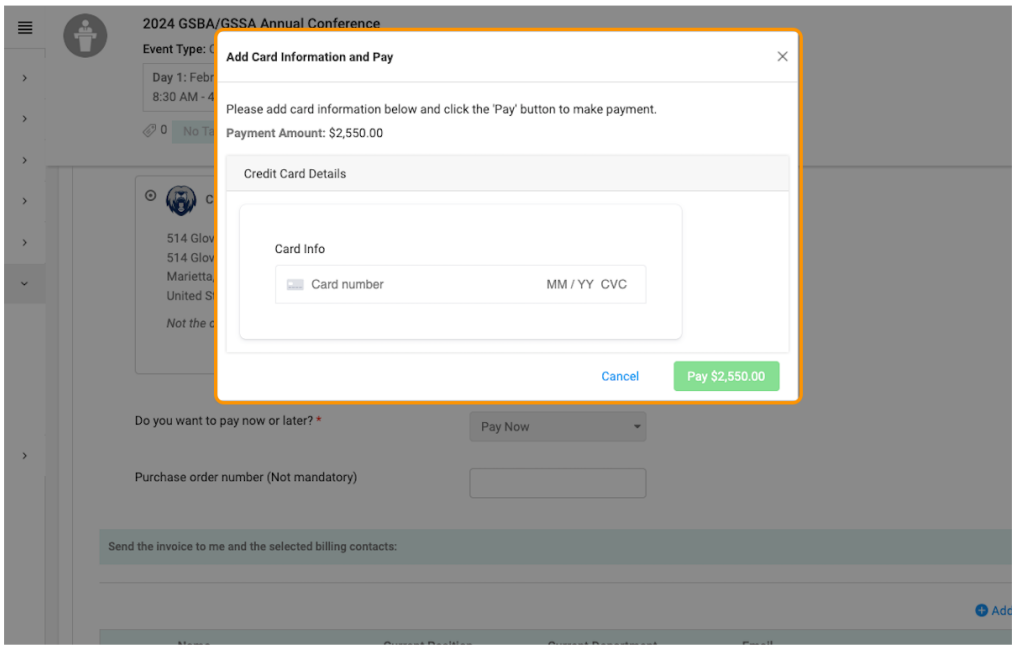


STEP 21

Click on Proceed

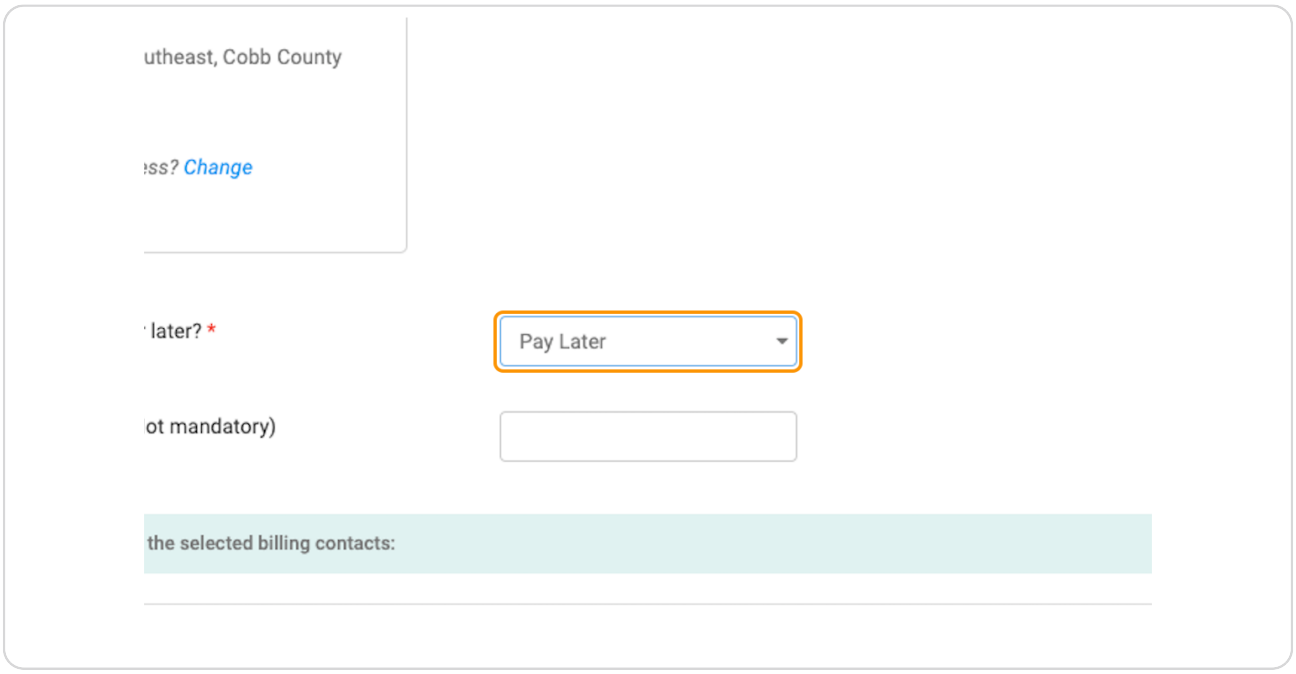
STEP 22

Enter Credit Card information into Pop Up window



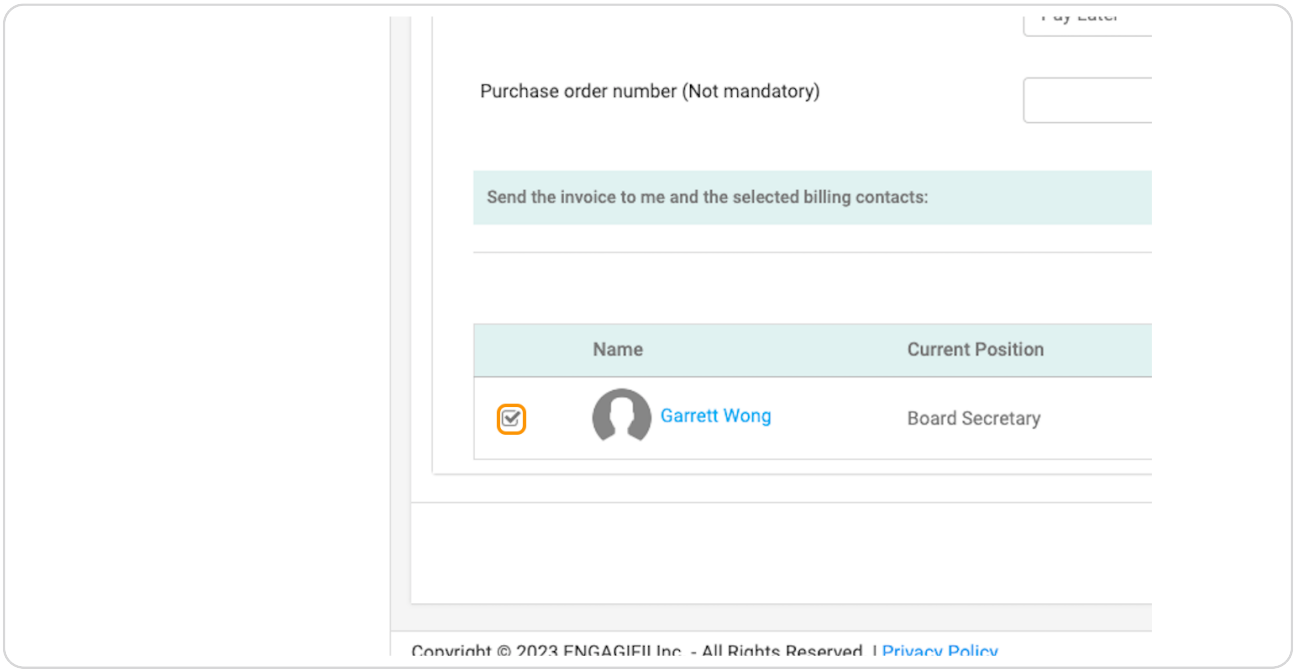
STEP 23

If you want to be invoiced, Select Pay Later option



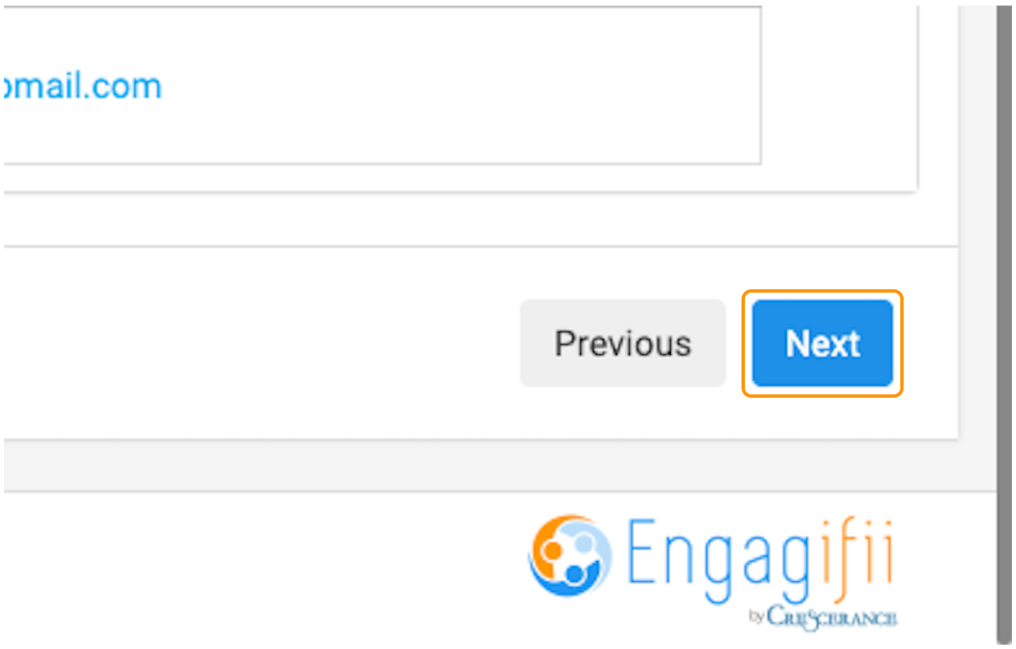
STEP 24

Check on Billing Contact



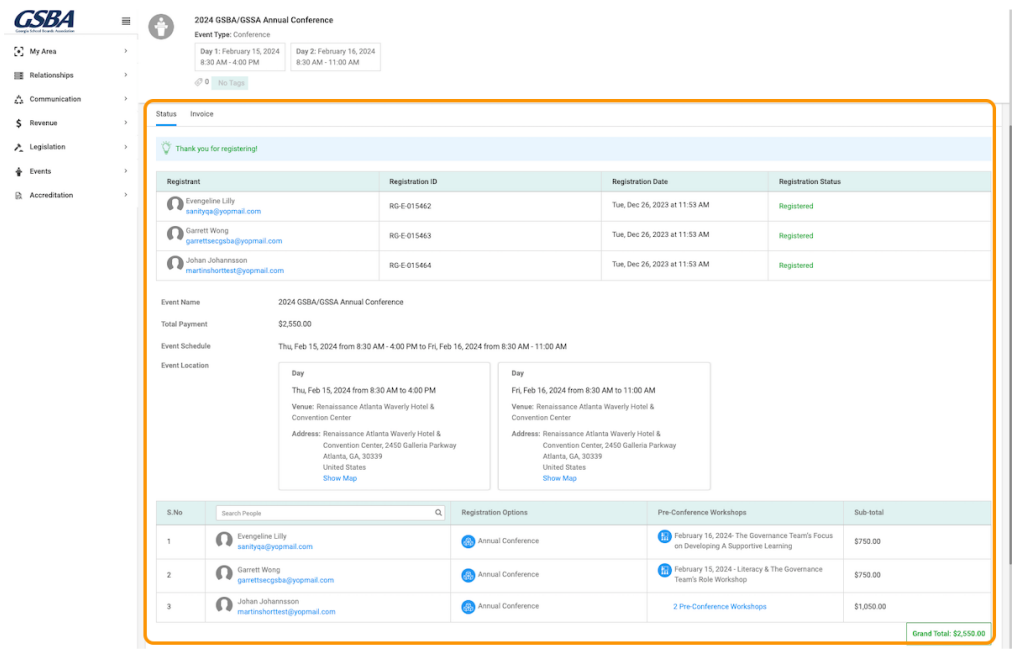
STEP 25

Click on Next



STEP 26

View successful registration



STEP 27

Invoice will be mailed to the Billing Contact, will also include an option to pay by credit card.

Engagifii