

# Registering multiple people for an Event

27 Steps    [View most recent version](#) 

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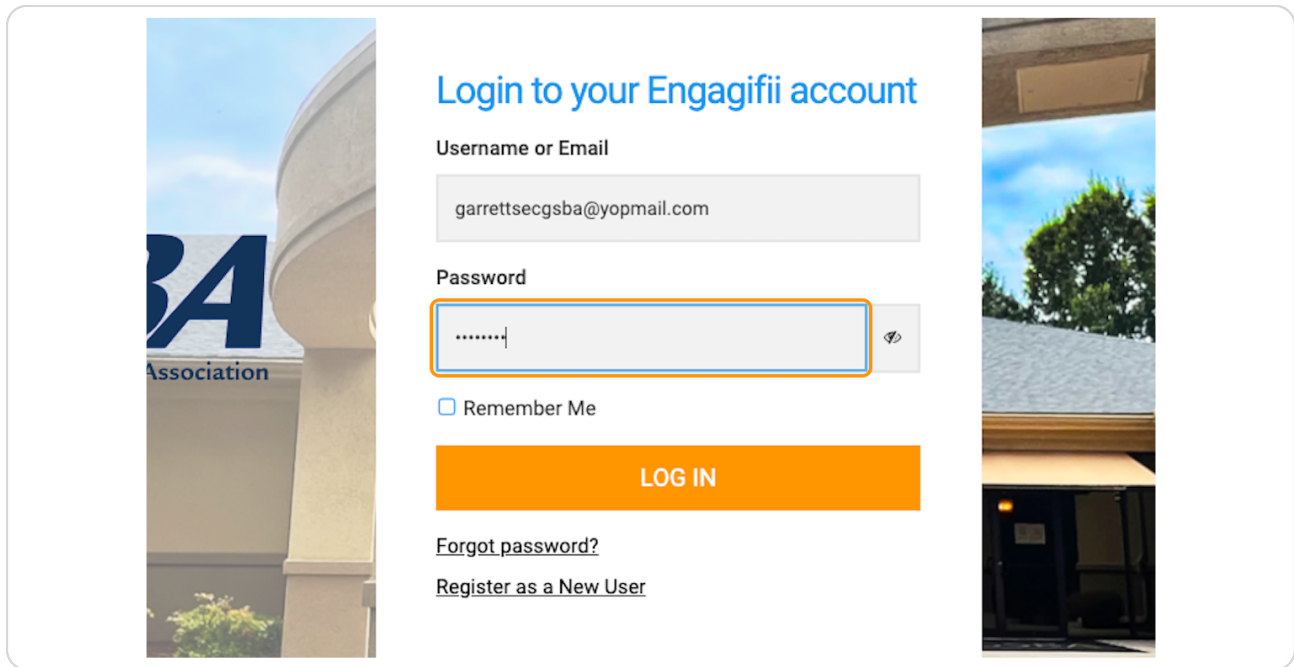
Created by  
Engagifii Inc.

Creation Date  
December 26, 2023

Last Updated  
December 26, 2023

## STEP 1

### Click on Login to your Engagifii account...



**Login to your Engagifii account**

Username or Email

garrettsecgsba@yopmail.com

Password

.....

☐ Remember Me

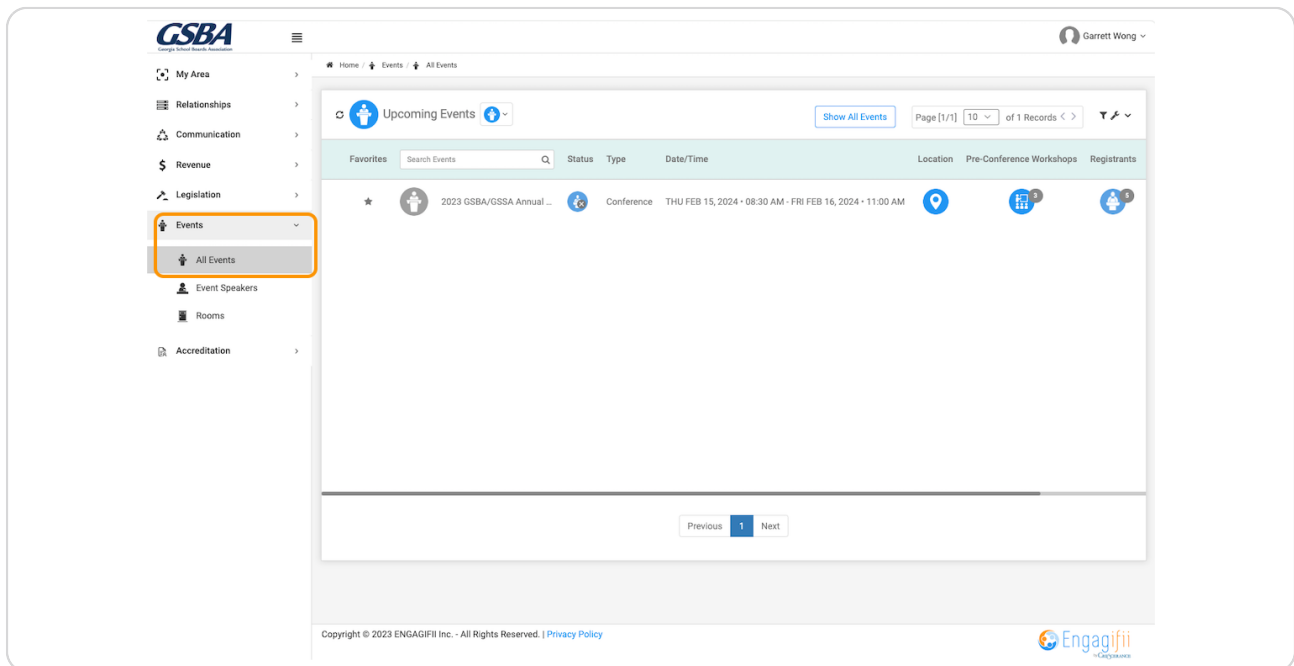
**LOG IN**

[Forgot password?](#)

[Register as a New User](#)

## STEP 2

### Click on Events, All Events



**GSBA** Georgia School Boards Association

Garrett Wong

Home / Events / All Events

Upcoming Events

Show All Events Page [1/1] 10 of 1 Records

Favorites	Search Events	Status	Type	Date/Time	Location	Pre-Conference Workshops	Registrants
★	2023 GSBA/GSSA Annual ...	Conference	THU FEB 15, 2024 - 08:30 AM - FRI FEB 16, 2024 - 11:00 AM				

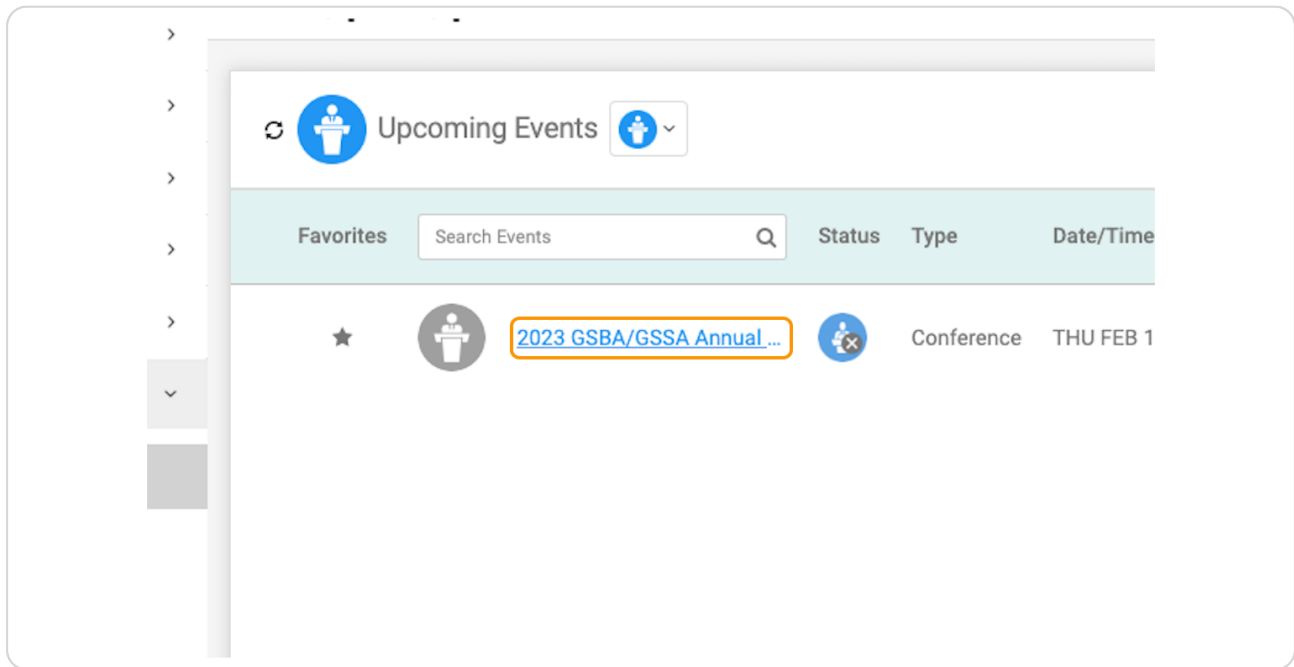
Previous 1 Next

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Engagifii

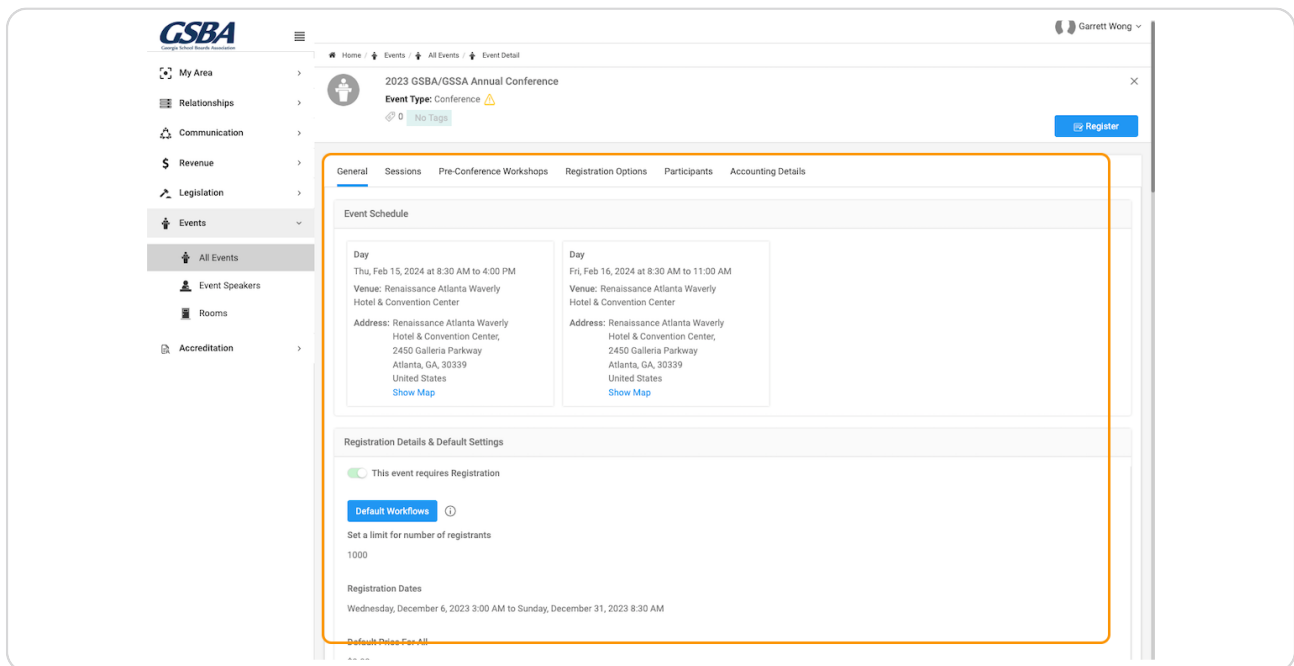
### STEP 3

Click on the event you wish to register for



### STEP 4

View Event details



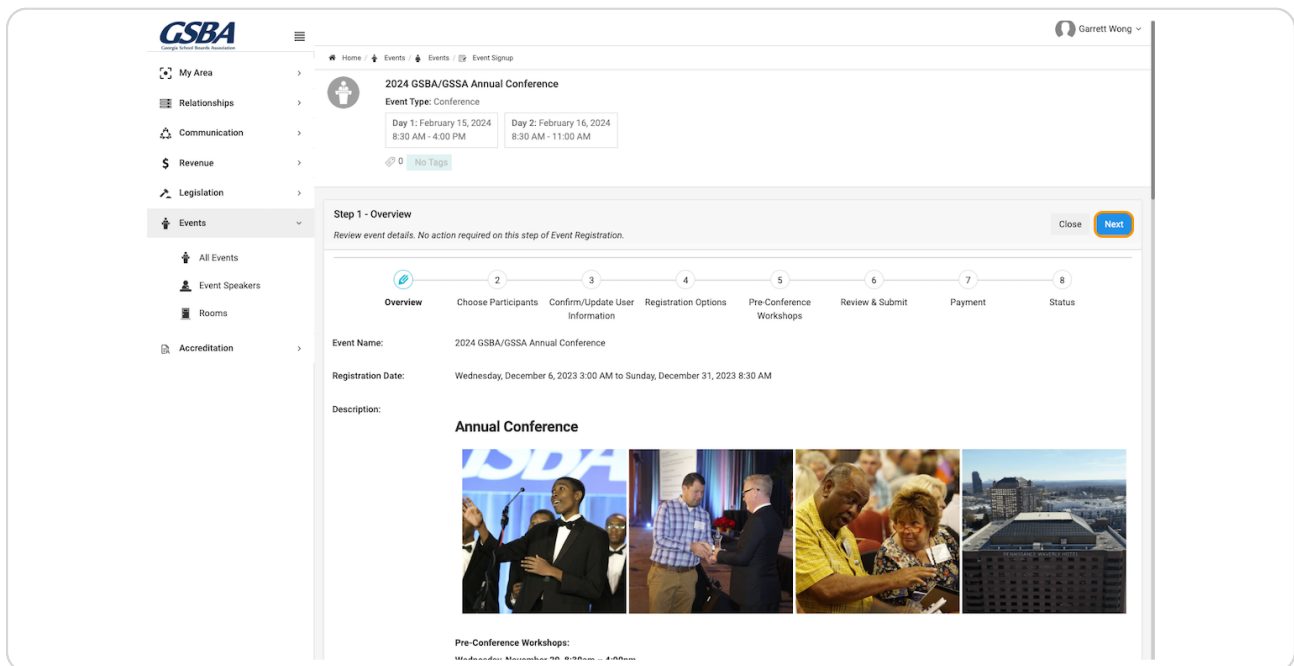
## STEP 5

### Click on Register



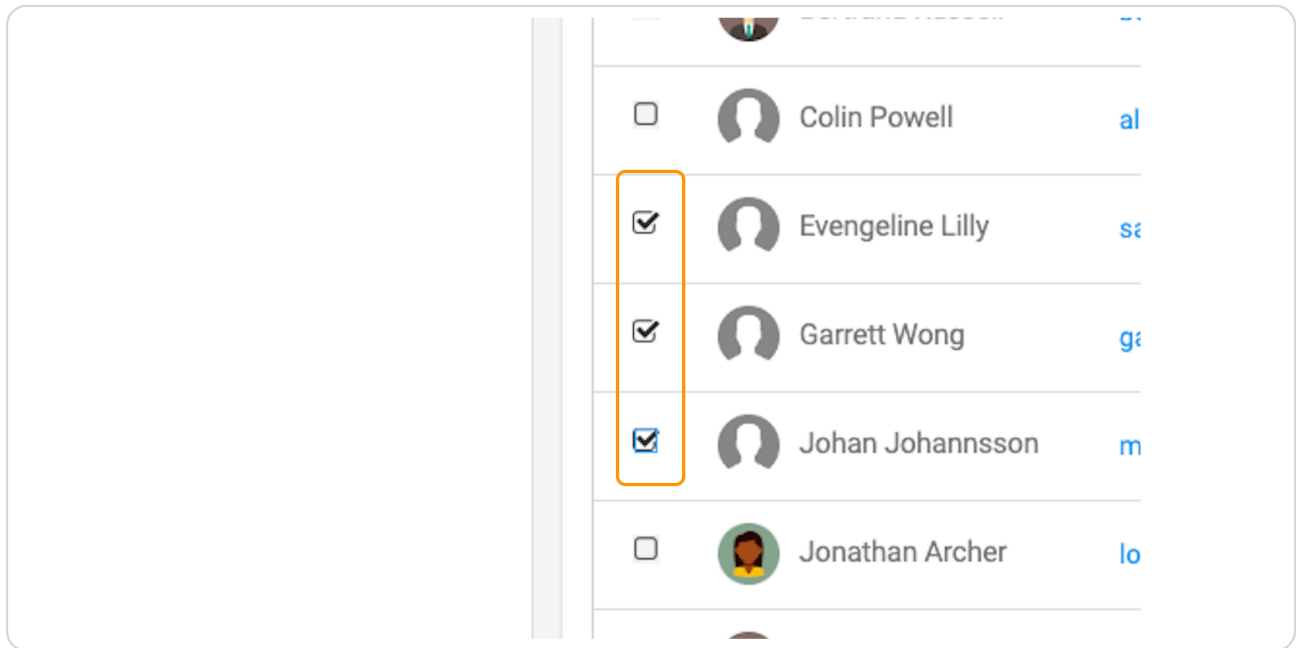
## STEP 6

### Review Event Details and click on Next



## STEP 7

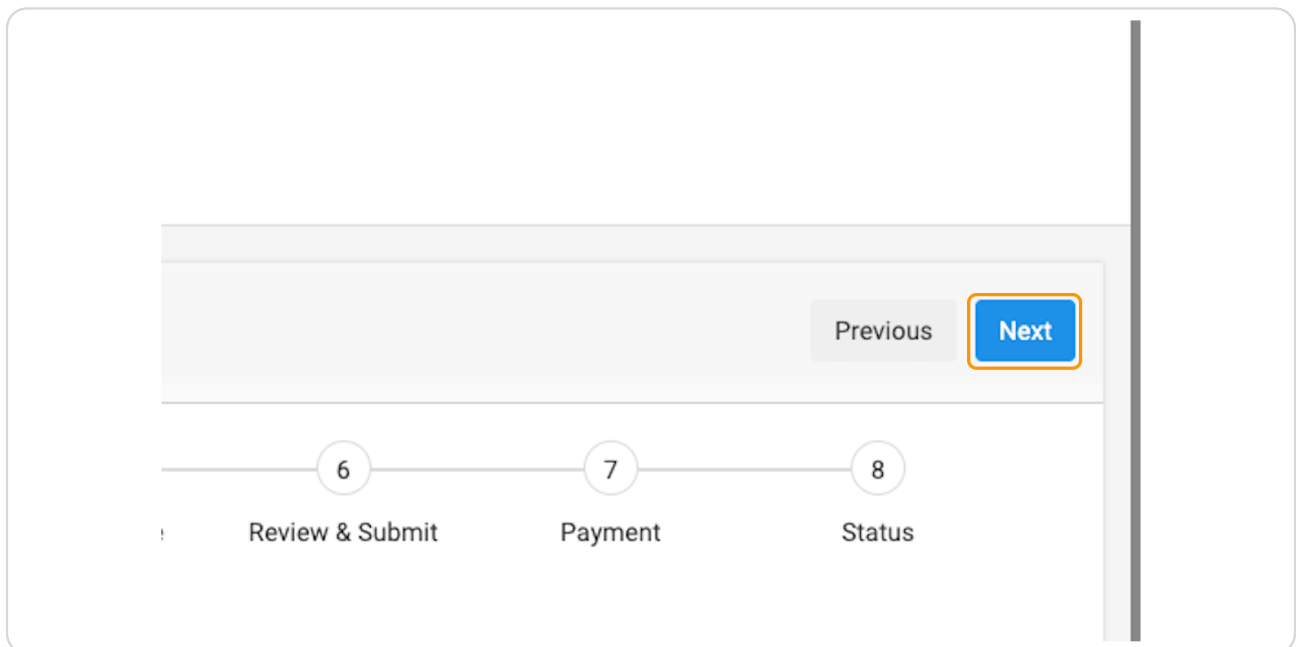
Check on the boxes to select the members of your organization you want to register



	Member Name	Initials
<input type="checkbox"/>	Colin Powell	al
<input checked="" type="checkbox"/>	Evengeline Lilly	se
<input checked="" type="checkbox"/>	Garrett Wong	ga
<input checked="" type="checkbox"/>	Johan Johannsson	m
<input type="checkbox"/>	Jonathan Archer	lo

## STEP 8

Click on Next when finished



Previous Next

6

7

8

Review & Submit

Payment

Status

## STEP 9

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

The screenshot shows the '2024 GSBA/GSSA Annual Conference' registration page. The user is logged in as 'Garrett Wong'. The page is at 'Step 3 - Confirm/Update User Information'. A progress bar shows the following steps: Overview (checked), Choose Participants (checked), Confirm/Update User Information (active), Registration Options, Pre-Conference Workshops, Review & Submit, Payment, and Status. Below the progress bar, there is a list of participants: 'Evangeline Lilly', 'Garrett Wong', and 'Johan Johansson'. Each name has a right-pointing arrow. At the bottom right of the participant list, there are 'Previous' and 'Next' buttons. The footer includes 'Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy' and the 'Engagifii' logo.

## STEP 10

Click on check box to register each member

The screenshot shows the '2024 GSBA/GSSA Annual Conference' registration page, now at 'Step 4 - Registration Options'. The progress bar shows: Overview (checked), Choose Participants (checked), Confirm/Update User Information (checked), Registration Options (active), Pre-Conference Workshops, Review & Submit, Payment, and Status. Below the progress bar, there is a table with columns for 'Search registration options', 'Evangeline Lilly', 'Garrett Wong', and an unnamed column. The table has a row for 'Annual Conference' with a 'View details' link and a price of '\$450.00'. There are checkboxes for each member to register for this event. At the bottom, there is a 'Total Cost' row showing '0 Item(s) \$0.00' for each member. At the bottom right, there are 'Previous' and 'Next' buttons. The footer includes 'Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy' and the 'Engagifii' logo.

Search registration options	Evangeline Lilly	Garrett Wong	
Annual Conference <a href="#">View details</a>	<input type="checkbox"/> Price	<input type="checkbox"/> Price	<input type="checkbox"/>
	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$450.00	<input type="checkbox"/>
Total Cost	0 Item(s) \$0.00	0 Item(s) \$0.00	0 Item(s)

## STEP 11

Click on Next

1 Item(s) \$450.00

Previous Next

## STEP 12

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

Select the Pre-Conference Workshops that you want to attend.

Participants cannot register for pre-conference workshops happening at the same date and time. Please contact the [Event Contact](#) if you need help with event registration.

Search pre-conference workshops

February 15, 2024 - Legal Issues Workshop  
Feb 15, 2024 from 8:30 AM - 4:00 PM  
Registration Closed

February 16, 2024 - The Governance Team's Focus on Developing A Supportive Learning  
Feb 16, 2024 from 8:30 AM - 4:00 PM  
2 Selected People Total Price \$600.00

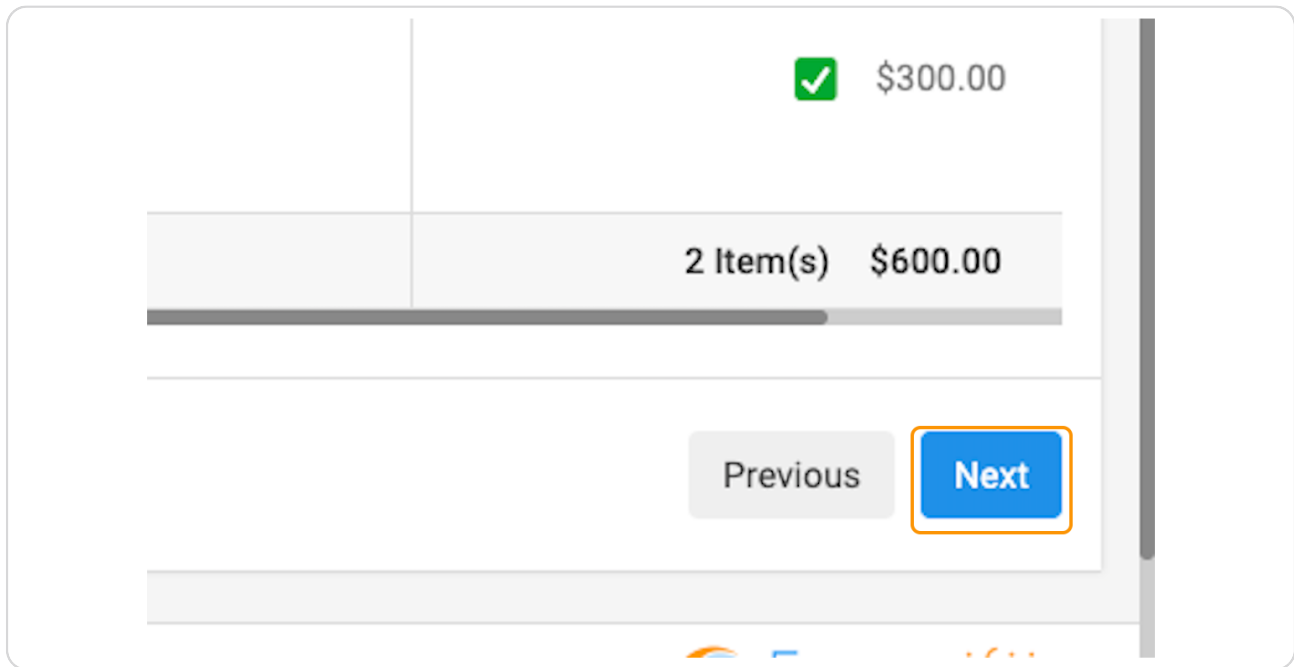
February 15, 2024 - Literacy & The Governance Team's Role Workshop  
Feb 15, 2024 from 8:30 AM - 4:00 PM  
1 Selected Person Total Price \$300.00

	Evengeline Lilly	Garrett Wong	Johan Joh
Price	<input type="checkbox"/> Price	<input type="checkbox"/> Price	<input type="checkbox"/> Price
February 15, 2024 - Legal Issues Workshop			
February 16, 2024 - The Governance Team's Focus on Developing A Supportive Learning	<input checked="" type="checkbox"/> \$300.00	<input type="checkbox"/> \$300.00	<input checked="" type="checkbox"/> \$300.00
February 15, 2024 - Literacy & The Governance Team's Role Workshop	<input type="checkbox"/> \$300.00	<input checked="" type="checkbox"/> \$300.00	<input type="checkbox"/> \$300.00
Total Cost	1 Item(s) \$300.00	1 Item(s) \$300.00	1 Item(s) \$300.00

Previous Next

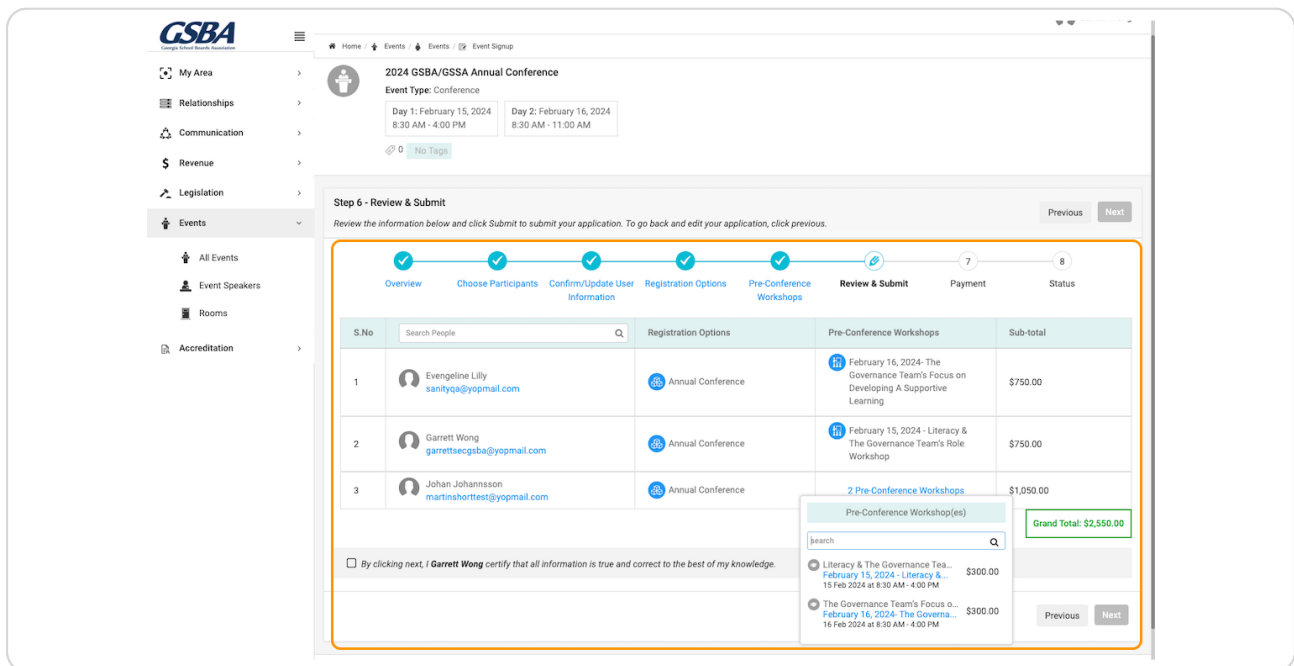
## STEP 13

Click on Next when finished making selections



## STEP 14


Review registration details






## STEP 15

Check on acknowledgement once reviewed



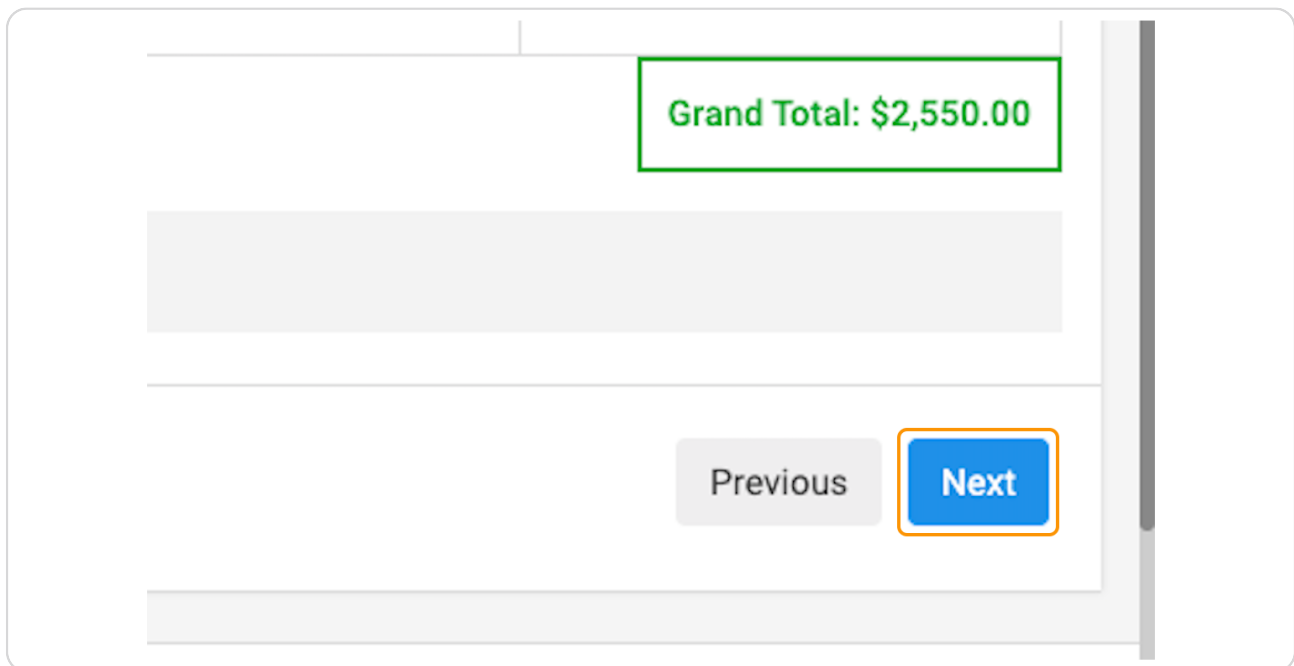
A screenshot of a user interface showing a user profile and an acknowledgment section. The profile section includes a table with the number '3' and a user card for Johan Johansson with email martinshorttest@yop. Below this is a checkbox with a checkmark icon and the text 'By clicking next, I Garrett Wong certify'.

3	 Johan Johansson martinshorttest@yop
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☒ By clicking next, I **Garrett Wong** certify

## STEP 16

Click on Next



A screenshot of a summary page. It features a green box containing 'Grand Total: \$2,550.00'. At the bottom, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with an orange border.

Grand Total: \$2,550.00

Previous Next

## STEP 17

### Select Bill My Organization to invoice your organization

Overview Choose Participants Confirm/Update User Information Registration Options Pre-Conference Workshops Review & Submit Payment

**Your Order Items**

Price of selected Pre-Conference Workshops
Price of selected Registration Options
Total Amount

**Billing Information & Payment Methods**

Who should be billed for this registration? Bill My Organization

Select the organization to bill this transaction.

**COBB COUNTY SCHOOLS**  
514 Glover St SE  
514 Glover Street Southeast, Cobb County  
Marietta, GA 30060  
United States  
[Not the correct address? Change](#)

## STEP 18

### Click on your organization and review details

Who should be billed for this registration? Bill My Organization

Select the organization to bill this transaction.

**COBB COUNTY SCHOOLS**  
514 Glover St SE  
514 Glover Street Southeast, Cobb County  
Marietta, GA 30060  
United States  
[Not the correct address? Change](#)

Do you want to pay now or later? \* Pay Now

Purchase order number (Not mandatory)

## STEP 19

### Click on Pay Now to pay by Credit Card

COBB COUNTY SCHOOLS

514 Glover St SE  
Marietta Southeast, Cobb County  
GA 30060

Not the correct address? [Change](#)

Do you want to pay now or later? \*

Pay Now

Purchase order number (Not mandatory)

Send the invoice to me and the selected billing contacts:

## STEP 20

### Check on Billing Contact

GSBA  
Georgia School Boards Association

My Area >

Relationships >

Communication >

Revenue >

Legislation >

Events >

All Events

Event Speakers

Rooms

Accreditation >

2024 GSBA/GSSA Annual Conference

Event Type: Conference

Day 1: February 15, 2024  
8:30 AM - 4:00 PM

Day 2: February 16, 2024  
8:30 AM - 11:00 AM

No Tags

COBB COUNTY SCHOOLS

514 Glover St SE  
514 Glover Street Southeast, Cobb County  
Marietta, GA 30060  
United States

Not the correct address? [Change](#)

Do you want to pay now or later? \*

Pay Now

Purchase order number (Not mandatory)

Send the invoice to me and the selected billing contacts:

Add Billing Contact

	Name	Current Position	Current Department	Email	Phone
<input checked="" type="checkbox"/>	Garrett Wong	Board Secretary	School Board	<a href="mailto:garrettsecgsba@yahoo.com">garrettsecgsba@yahoo.com</a>	

Previous


Proceed

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Engagifii  
-CONFERENCE

## STEP 21

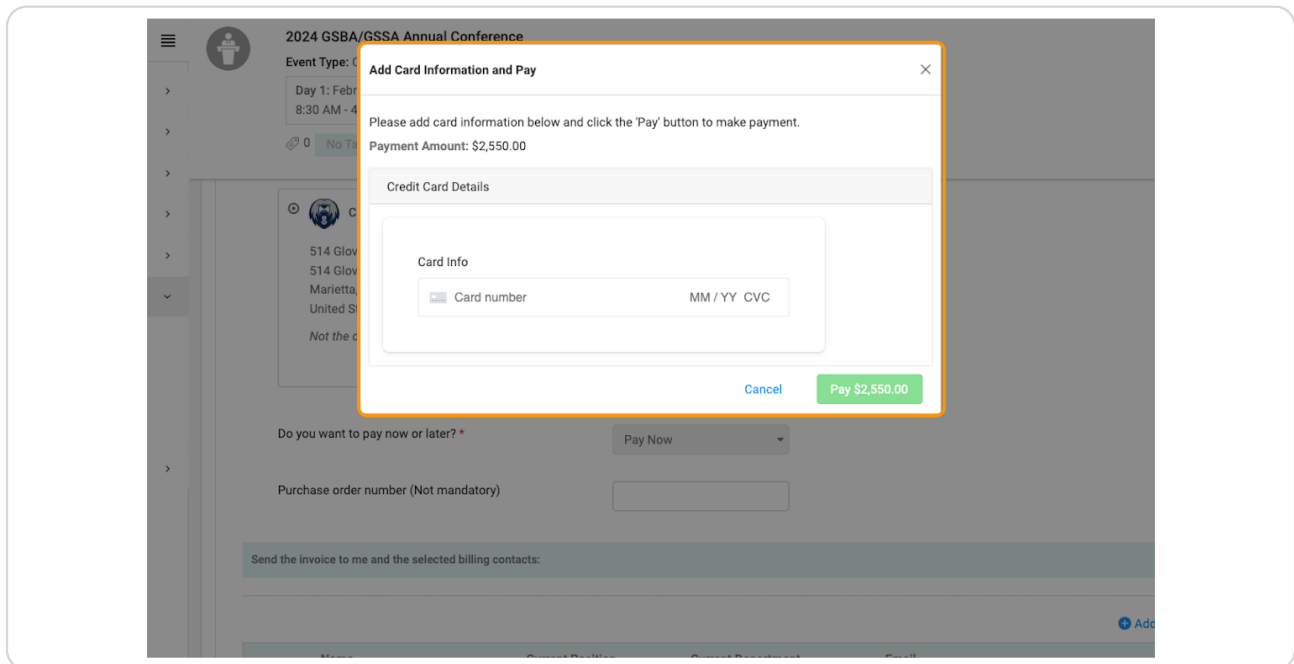
### Click on Proceed



The screenshot shows a payment page with a text input field containing "mail.com". Below the input field are two buttons: "Previous" and "Proceed". The "Proceed" button is highlighted with an orange border. At the bottom of the page is the Engagifii logo, which includes a stylized icon of three people and the text "Engagifii by CURESCURANCE".

## STEP 22

### Enter Credit Card information into Pop Up window



The screenshot shows the same payment page as in Step 21, but with a "2024 GSBA/GSSA Annual Conference" event selected. A pop-up window titled "Add Card Information and Pay" is open, prompting the user to add card information. The pop-up window contains the following text: "Please add card information below and click the 'Pay' button to make payment. Payment Amount: \$2,550.00". Below this text is a "Credit Card Details" section with a "Card Info" sub-section. The "Card Info" sub-section contains two input fields: "Card number" and "MM / YY CVC". At the bottom of the pop-up window are two buttons: "Cancel" and "Pay \$2,550.00". The background of the page is dimmed, showing the event details and a "Pay Now" button.

STEP 23

If you want to be invoiced, Select Pay Later option

uttheast, Cobb County

iss? [Change](#)

later? \*

Pay Later

ot mandatory)

the selected billing contacts:


STEP 24

Check on Billing Contact

Pay Later

Purchase order number (Not mandatory)

Send the invoice to me and the selected billing contacts:

	Name	Current Position
<input checked="" type="checkbox"/>	 <a href="#">Garrett Wong</a>	Board Secretary

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STEP 25

Click on Next

mail.com


Previous

Next



STEP 26

View successful registration



My Area

Relationships

Communication

Revenue

Legislation

Events

Accreditation

2024 GSBA/GSSA Annual Conference

Event Type: Conference

Day 1: February 15, 2024  
8:30 AM - 4:00 PM




Day 2: February 16, 2024  
8:30 AM - 11:00 AM

No Tags

Status

Invoice

Thank you for registering!

Registrant	Registration ID	Registration Date	Registration Status
 Evergeline Lilly santya@gmail.com	RG-E-015462	Tue, Dec 26, 2023 at 11:53 AM	Registered
 Garrett Wong garrettwong@gmail.com	RG-E-015463	Tue, Dec 26, 2023 at 11:53 AM	Registered
 Johan Johansson martinshortest@gmail.com	RG-E-015464	Tue, Dec 26, 2023 at 11:53 AM	Registered

Event Name

2024 GSBA/GSSA Annual Conference

Total Payment

\$2,550.00

Event Schedule

Thu, Feb 15, 2024 from 8:30 AM - 4:00 PM to Fri, Feb 16, 2024 from 8:30 AM - 11:00 AM

Event Location

Day

Thu, Feb 15, 2024 from 8:30 AM to 4:00 PM

Venue: Renaissance Atlanta Waverly Hotel & Convention Center










Address: Renaissance Atlanta Waverly Hotel & Convention Center, 2450 Galleria Parkway  
Atlanta, GA, 30339  
United States  
[Show Map](#)

Day

Fri, Feb 16, 2024 from 8:30 AM to 11:00 AM

Venue: Renaissance Atlanta Waverly Hotel & Convention Center

Address: Renaissance Atlanta Waverly Hotel & Convention Center, 2450 Galleria Parkway  
Atlanta, GA, 30339  
United States  
[Show Map](#)

S.No	Search People	Q	Registration Options	Pre-Conference Workshops	Sub-total
1	 Evergeline Lilly santya@gmail.com	Q	 Annual Conference	 February 16, 2024 - The Governance Team's Focus on Developing A Supportive Learning	\$750.00
2	 Garrett Wong garrettwong@gmail.com	Q	 Annual Conference	 February 15, 2024 - Literacy & The Governance Team's Role Workshop	\$750.00
3	 Johan Johansson martinshortest@gmail.com	Q	 Annual Conference	 2 Pre-Conference Workshops	\$1,050.00

Grand Total: \$2,550.00

## STEP 27

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

