



GROUP REGISTRATION GUIDE

For enquiries, email to secretariat@asvs2016.com

Step 1: Create a new account

Group Registration Portal Sign In

Please sign into the Group Registration Portal with your account email address and password. If you have not yet created an account, please click on the 'Create New Account' button.

Sign in

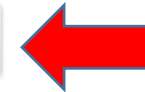
Email Address

Password

Sign in

New Account

Create New Account



Step 2: Create Group Co-ordinator Details

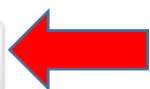
Home	Group Co-ordinator Details	Sign off
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Group Co-ordinator Details

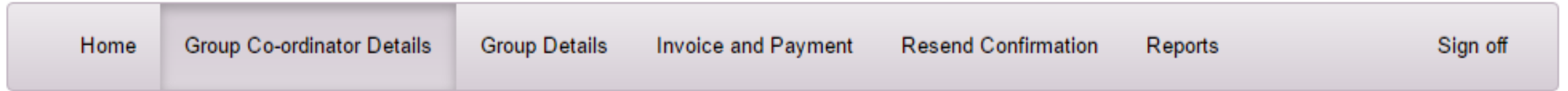
If you have not yet entered the details for your Group Co-ordinator - click on the Create Group Co-ordinator button. If you have already created your Group Co-ordinator, you can edit the details at any time by clicking on the Edit Group Co-ordinator button.

Create Group Co-ordinator



2.2 Click here to create your contact details

After completion you will land at this page



Group Co-ordinator Details

If you have not yet entered the details for your Group Co-ordinator - click on the Create Group Co-ordinator button. If you have already created your Group Co-ordinator, you can edit the details at any time by clicking on the Edit Group Co-ordinator button.

First Name

Last Name

Organization

Address

City

State

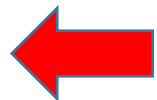
Postcode

Country

Phone

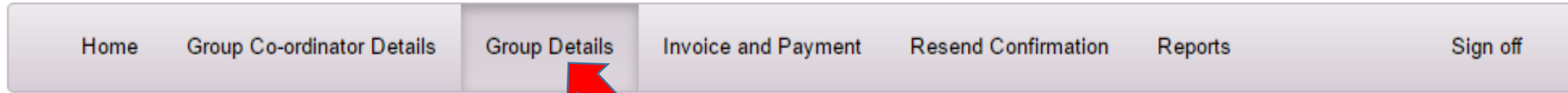
Email

Edit Group Co-ordinator



If you want to make changes to the information you had entered, you can edit it by clicking here

Step 3: Click on “Group Details” to manage your group; key in names, select registration type, etc.



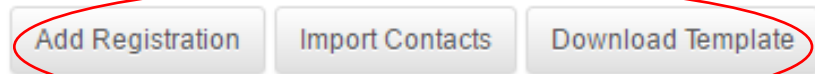
Group Details

On this page you can view and manage all of the attendees that are registered as part of your group.

Using the buttons at the bottom of the page you can add new registrations one by one or you can import multiple contacts via a spreadsheet. Before importing your contacts ensure you have the correct import template by downloading it using the Download Template button. For any contacts in your group that are not yet registered you can use the buttons in the Options column to either register them yourself or send them a link to register via email.

Name	Email	Status	Options
		Not Registered	Register Email Registration Link

To register yourself as one of the attendees.



1. Add registration – Register the attendees here, one-by-one.
2. Import Contacts – You can upload the attendees list using excel here, first by downloading the template “Download Template”.

Step 4: Payment: You can generate invoice for payment, which will be sent to your email.

Home Group Co-ordinator Details Group Details **Invoice and Payment** Resend Confirmation Reports Sign off

Invoice and Payment

Attendees

Name	Email	Status	Amount Required	Amount Paid	Amount Outstanding
		Registered	300.00	0.00	300.00
		Total	300.00	0.00	300.00

[Group Payment](#)

Invoices

Invoice Number	Date	Amount
Open		300.00

[Create Invoice](#)

 To generate invoice

Step 5: Confirmation Email

Resend Confirmation

<input type="checkbox"/>	Name	Email	Status
<input type="checkbox"/>			Registered
<input type="checkbox"/>			Registered
<input type="checkbox"/>			Registered

Options

- View Confirmation
- View Confirmation

View confirmation email that was sent to each individual.

CC Email

Resend Confirmation

You can re-send individuals confirmation email.
Select names to send.

Registration ID: 92
Organization: Your Company

Dear

Thank you for your registration. Please find a summary of your registration below. If like to make any modifications, please relogin using the link below

[ASVS 2016 Registration](#)

Registration

Registration Group	Main Congress (Early Bird Rate)
Details	Allied Health
Amount Required	0.00
Amount Outstanding	0.00
Payment Status	Charge to Another Contact

Functions

Social Function

Description	Gala Dinner
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