How to register for an event

Omar S. - 2023-03-24 - Events

You can register to events hosted by the organization.

Registering for Events

1. If you are a member, login to your organization's website, by clicking **Member Login** at the top right of the website.

Note
If you are not a member of the organization, open the webpage for the event on the organization's website, and skip to step 3.

1. Click the event's title from the **Upcoming Events** section on the Member Dashboard.

2. On the event's page, click **Register**.

3. A **Registration** popup will display. You may see Product & Addon and Donation options, if enabled by your organization.

   - **Tickets** - Enter the number of tickets needed for the event. You can also click the **+** or **-** icons to increase, or decrease the total number of tickets.

   - **Products & Add-ons** - Enter the total number of products or add-ons to add them to your registration. You can also click the **+** or **-** icons to increase, or decrease the total number of Products or Add-ons.

   - **Donation** - Enter the donation amount in dollars, to donate to the event's cause. You can also click the **up** or **down** arrows to increase, or decrease the donation amount.

4. After entering your selections in the **Registration** popup, click **Proceed to checkout** in the bottom right of the popup.

5. On the **Checkout** page, you will see these sections:

   - **Order Summary** - A summary of the order, including tickets, products & add-ons, donations and total.

     - **Promo Code** - If you have received a promo code from your organization, enter it in this text box, then click **Apply**. The order summary will update to display the promo code's discount in the total.

- **Buyer Info** - The Buyer's information and questions.

    - **Ticket Buyer Name** - The Buyer's first and last name.

    - **Email** - The Buyer's email address.

    - **Buyer Questions** - The Buyers' questions. You may see multiple questions and types, depending on how many are set by the organization.

- **Ticket Holder Info** - The Ticket Holder or Attendee's information and questions.

    - **Attendee Name** - The Ticket Holder or Attendee's first and last name.

    - **Email** - The Ticket Holder or Attendee's email address.

    - **Attendee Questions** - The Ticket Holder or Attendee's questions. You may see multiple questions and types, depending on how many are set by the organization.

- **Payment** - The payment options available for the event and payment information.

    - **Payment Option** - The type of payment accepted for the event.

        - **Credit Card** - If Credit Card is selected, fill in the Credit Card Holder details. If you are logged in, you will have the option to securely save your Credit Card information for later use.

        - **Check** - If Check is selected, you will see payment instructions below on how to make out the payment.

        - **Bill Me Later** - If Bill Me Later is selected, you will see payment instructions from the organization below. You will receive an invoice which you can pay at a later date.

6. Click **Place Order** at the bottom of the Checkout page to submit the payment and register for the event.