

# REGISTERING FOR OTHERS

## Instructions for Admins

**Before starting:** If you do not **LOG IN** under your own account, the system will assign the first registration and its invoice to the contact associated with that email address, assuming it already exists in the database. If you use the same browser session to make subsequent registrations, then invoices will be assigned to the email of the first registrant as the main contact for all subsequent registrations. **To avoid this, close your browser after each registration or log in before registering.**

### Steps To Register For Someone Else or as a Group:

1. LOG IN to *your* account (or create a new one).
2. Click **Register** in the event details page.
3. Enter the email address of the person you wish to register (**Fig. 1**).
4. Select **Next** and follow the prompts.
5. Enter the contact info of the person you wish to register (**Fig. 2**).
6. Select Next and follow the prompts (**Fig. 3 and 4**).

Figure 1

Home » 2024 Annual Meeting Hotel Waitlist » Registration [Luna Clark](#) [Change password](#) [Log out](#)

THE CONFERENCE OF CALIFORNIA PUBLIC UTILITY COUNSEL

HOME JOIN US EVENTS ABOUT US CONTACT US

### REGISTERING FOR OTHERS

LOG IN under your account (or create a new account).

- To register for someone else or as a group: click **Register** in the event details page. Enter the email address of the person you wish to register in the **Email** field. Select **Next** and follow the prompts.
- If you are a registered attendee and wish to register others for the same event: click **Register** in the event details page. Select **New registration** and follow the prompts.

**IMPORTANT NOTE FOR ADMINS**

If you do not LOG IN under your own account, the system will assign the first registration and its invoice to the contact associated with that email address, assuming it already exists in the database. If you use the same browser session to make subsequent registrations, then invoices will be assigned to the email of the first registrant as the main contact for all subsequent registrations. To avoid this, close your browser after each registration or log in before registering.

### 2024 ANNUAL MEETING HOTEL WAITLIST Add to my calendar

Event: **2024 Annual Meeting Hotel Waitlist**  
May 05, 2024 - May 07, 2024  
Location: Hyatt Indian Wells  
Ticket type: Waitlist (Standard Group Rate Only)

Enter registrant email \* Mandatory fields

Email:

**Figure 2**

**2024 ANNUAL MEETING HOTEL WAITLIST** Add to my calendar

Event: **2024 Annual Meeting Hotel Waitlist**  
May 05, 2024 - May 07, 2024  
Location: Hyatt Indian Wells  
Ticket type: Waitlist (Standard Group Rate Only)

Enter registration information \* Mandatory fields

**Contact Information**

Organization:

First name:

Last name:

Address:

Email:

Phone:

Check-in date:

Check-out date:

Enter Registrant's information; their email should auto-populate.



**Figure 3**

**2024 ANNUAL MEETING HOTEL WAITLIST** Add to my calendar

**Review and confirm**

Event: 2024 Annual Meeting Hotel Waitlist  
May 05, 2024 - May 07, 2024  
Location: Hyatt Indian Wells  
Ticket type: Waitlist (Standard Group Rate Only)

Registration information

**Contact Information**

Organization: Cats 4 Utilities

First name: Luna

Last name: Clark

Address: (None, I'm a cat)

Email: [luna@cats4ratepayers.org](mailto:luna@cats4ratepayers.org)

Phone:

Check-in date: March 02, 2024

Check-out date:

Confirm all details are correct. This individual will receive a confirmation email of their registration to this event, but any invoices associated with this person will be sent to the email at log-in.

If you are doing this for multiple people, you will be assigned all invoices associated with this group as the "bundle coordinator." You may submit payment and manage registration matters on the group's behalf.



## Steps to Register Others For an Event You Are Registered For:

1. LOG IN to your account (or create a new one).
2. Click Register in the event details page.
3. Select New Registration (**Fig. 4**) and enter the Registrant's contact info (**Fig. 1**)
4. Select Next and follow the prompts (**Fig. 3 and 4**).

**Figure 4**

The screenshot shows a website header with a search bar, navigation links (Home, Join us, Events, Contact Us), and a user profile for Luna Clark. Below the header is a banner for 'THE CONFERENCE OF CALIFORNIA PUBLIC UTILITY COUNSEL'. A main heading reads '2024 ANNUAL MEETING HOTEL WAITLIST' with an 'Add to my calendar' button. Below this is a box containing event details: 'Event: 2024 Annual Meeting Hotel Waitlist', 'May 05, 2024 - May 07, 2024', and 'Location: Hyatt Indian Wells'. An 'Event registration' section features a table with columns for Date, Registration, and Status. A 'New registration' button is located above the table. A red box with an arrow points to the 'Registration' column, containing the text 'Your registration info'. Another red box with an arrow points to a 'New registration' button below the table, containing the text: 'Select "New Registration" to register another person in your group for the listed event. You will be the contact associated with all subsequent registrations you enter under your log-in account.'

Home Join us Events Contact Us Luna Clark

HOME JOIN US EVENTS ABOUT US CONTACT US

### 2024 ANNUAL MEETING HOTEL WAITLIST Add to my calendar

Event: **2024 Annual Meeting Hotel Waitlist**  
May 05, 2024 - May 07, 2024  
Location: Hyatt Indian Wells

#### Event registration New registration

Date	Registration	Status
March 28, 2024	Clark, Luna ( <a href="mailto:luna@cats4ratepayers.org">luna@cats4ratepayers.org</a> ) ticket type: Waitlist (Standard Group Rate Only)	Confirmed <a href="#">View details</a>

Your registration info

New registration

Select "New Registration" to register another person in your group for the listed event.

You will be the contact associated with all subsequent registrations you enter under your log-in account.