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

Figure 2

2024 ANNUAL MEETING HOTEL WAITLIST

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	Cats 4 Utilities
First name	Luna
Last name	Clark
Address	(None, I'm a cat)
Email	luna@cats4ratepayers.org
Phone	
Check-in date	March 02, 2024 📅
Check-out date	📅

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

Cancel Back Next

Figure 3

2024 ANNUAL MEETING HOTEL WAITLIST

ℹ **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)

Cancel Back Confirm

Registration information

Contact Information

Organization	Cats 4 Utilities
First name	Luna
Last name	Clark
Address	(None, I'm a cat)
Email	*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

Q Search

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UTILITY COUNSEL

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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 (*luna@cats4ratepayers.org*) ticket type: Waitlist (Standard Group Rate Only)	Confirmed *View details*

New registration

Your registration info

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.