# 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***).
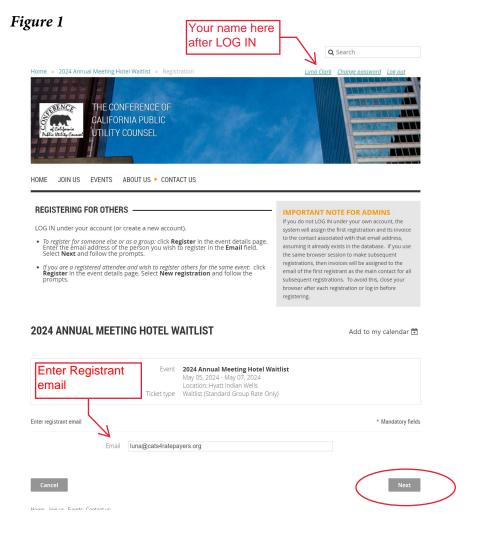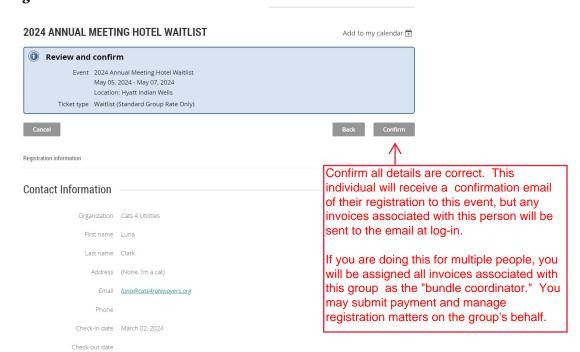6. Select Next and follow the prompts (***Fig. 3 and 4***).

***Figure 1***

## *Figure 2*

# 2024 ANNUAL MEETING HOTEL WAITLIST

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 | 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

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## *Figure 3*

# 2024 ANNUAL MEETING HOTEL WAITLIST

Add to my calendar 📅

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.

**<u>Steps to Register Others For an Event You Are Registered For:</u>**

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*