

## **Getting Started in Group Registration**

1. Make sure you have your password for the Group Registration Software.

This is provided by the event organizer.

2. Make sure you have, for each group member, the following:

- an email address
- their name, as they would like it printed on a name tag,
- any allergies, special dietary concerns or any special access requests

After the event closing date, you must contact the organizer or Intelliga (via web site contact us form) to add / substitute a new group member.

See below for information you should send us in the Contact Us Form.

## **Accessing the Group Registration Software / New Registration**

(Based on version 1.9)

1. Go to [www.intelliga.ca](http://www.intelliga.ca), select organization logo and then Group Registration on the event organization's web page.
2. Select LOGIN and enter your information.
3. Select MY COUPONS from the main menu bar.
4. Select GET EVENT COUPONS. Highlight the coupon you want to use. Verify the event in the eID column.
5. Select ENTER GROUP REGISTRATIONS.
- 6 Enter the group eMail information in the text box. (See below for suggested content)
7. Complete the other fields and then CLICK the REGISTER button. Note the name of the registrant will appear in the bottom portion of the grid.
8. Repeat step 7 until all registrants are registered.

## **Step 6 Above - Enter Group eMail information - Suggested Content**

Suggested content:

" I have registered you for a conference on (date of conference) called (conference title). This email confirms your attendance has been paid by group coupon code. The conference starts at (start time) and ends at (end time). The conference is located in (city) at the following address (enter address).

Should you have any questions or circumstances change, please contact (name and email address).

Do not respond to this email as your response will not reach me and the no\_reply@intelliga.ca is not monitored.

You may want to add information about traveling in car pools etc and if any meals are included."

## **Correcting Errors**

1. Select the name in the bottom grid and DELETE the registration. Re-register the person with the right information.
2. For a name change - DELETE the person who is not going and register the new person.

## **Deleting and Replacing a Registrant**

You may Delete a registration at anytime. Click Get Registrations. Select the row and click Delete Registration. Add the replacing name by completing a new registration.

## **Printing a Group List**

1. Select Get Registrants from the software menu items.
2. Select Print Registrations Button.

## **Changes after the Closing Date for the Event**

To make changes after the closing date for an event, us the Contact Us Form on the web site [www.intelliga.ca](http://www.intelliga.ca). Please

indicate the change required and if adding/substituting a registrant, please provide us with the new registrant's email address, full name and special needs/allergies etc.

### **Need Help - Contact Us Form**

Use the Contact Us Form on the web page. Please provide a phone number so we can contact you.