

1 Chapter 2 - Group Leader Information

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 2.0)

1. Go to www.intelliga.ca and select logo and then Group Registration on the event organization's web page. Select LOGIN and enter your information.
2. Select MY COUPONS from the main menu bar.
3. Select GET EVENT COUPONS
4. 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. Note some fields remain populated like the message field so you do not need to re-enter them for the next registration.

The screenshot shows the 'eREG Group Registration' form. Callout 1 points to the 'Enter Group Registration' button. Callout 2 points to the 'Get Event Coupons' button. Callout 3 points to the 'Enter Group Registration' button. Callout 4 points to the 'simcoe2017' coupon code in the 'Registrant Coupon Code' field. Callout 5 points to the 'REGISTER' button. Callout 6 points to the 'Enter group eMail info' text area. Callout 7 points to the 'REGISTER' button. The form includes fields for Registrant eMail, First Name, Last Name, Registrant Organization, Registrant Role, Registrant Coupon Code, Event Fee Type, and Spec. Needs / Diet / Allergy Alert. There are also checkboxes for 'Conference fee before coupon discount' and 'After coupon discount'. A 'From eMail' field is set to 'no_reply@intelliga.ca'. Below the form is a table with columns: rID, Name, eMail, CF Paid, Amount, Type, Note, and Role. The table currently shows 'No data to display'.

Step 6 Above - Enter Group eMail information - Suggested Content

Suggested content should include statements about:

- Conference title and location

- Conference date, start time, end time; included meals
- Email confirms your attendance has been paid by group coupon code.
- Information if car pooling etc.
- What to do if they have to cancel their attendance
- Contact person and their email address and phone number
- Do not respond to this email as your response will not reach me and the no_reply@intelliga.ca is not monitored.

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 up to the close date for registration. Click Get Registrations. Select the row and click Delete Registration. Add the replacing name by completing a new registration. After the close date, please contact the organizer or use the Contact Us Form on the web site.

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, u the Contact Us Form on the web site 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.