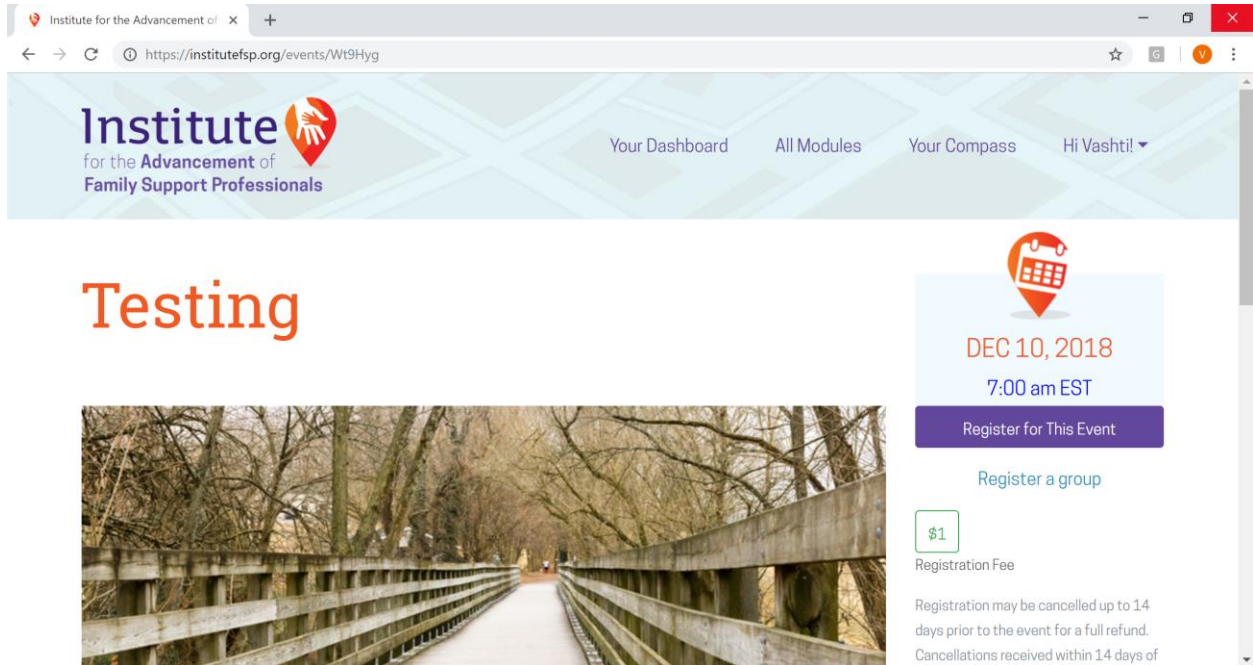


# Virginia's Home Visiting Day of Learning 2023

## Group Registration Guidelines

*\*A sample event, "Testing", with a fee of \$1 per participant was created in order to provide screenshots for your assistance.*



The screenshot shows a web browser window with the URL <https://institutefsp.org/events/Wt9Hyg>. The header features the Institute logo and navigation links: "Your Dashboard", "All Modules", "Your Compass", and "Hi Vashti!". The main content area displays the event title "Testing" in large orange text. Below it is a photograph of a long wooden bridge over a wooded area. To the right, a registration card shows the event date "DEC 10, 2018" at "7:00 am EST". It includes buttons for "Register for This Event" and "Register a group". A green box indicates a "\$1" registration fee. Below the fee, it states: "Registration may be cancelled up to 14 days prior to the event for a full refund. Cancellations received within 14 days of..."

1. Click on **"Register a group"** to begin the group registration process. You will see a green box with the registration fee. This registration fee is **per individual**. Please note that registration can be cancelled up to 14 days prior to the event for a full refund. Cancellations received within 14 days of the event will NOT be refunded. No-show registrations will also NOT be refunded.
2. (Below) You will be prompted on the next page to provide name, emails, dietary restrictions and request special accommodations **for each member of the group**. After entering the applicable information for the specified person, click on "Add Registration." As you add people, their names and information will appear below under "The following users will be registered for this event." Then, click on "Next" to view the list of Potential Registrants.

# Group Registrations

## Testing

You can create new registrations for multiple people here. If this is a paid event, you'll need to pay the registration fees for everyone at once.

First name

Last name

Email

List dietary restrictions

Special accommodations  
needed

Add Registration

Email

List dietary restrictions

Special accommodations  
needed

Add Registration

### The following users will be registered for this event

First Name	Last Name	Email	Dietary Restrictions	Special Accommodations
Vashti	Shiwmgangal	vashti@earlyimpactva.org		
Jennifer	Case	jcase@earlyimpactva.org		

Next

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## Group Registration Confirmation: Testing

### Potential Registrants

First Name	Last Name	Email	Dietary Restrictions	Special Accommodations	Status
Vashti	Shiwmgangal	vashti@earlyimpactva.org			System User Ready to Register
Jennifer	Case	jcasing@earlyimpactva.org			System User Ready to Register

Number of registrations that need to be paid: 2 Total Cost: \$2.00

[Pay & Register Group](#)

- To proceed with card payment, ensure that all information is correct before clicking on **“Pay & Register Group.”** Your total number of registrations and cost will be stated above the blue **“Pay & Register Group”** box. Enter your Card information. Then, click on **“Pay \$\_\_\_.”** When your payment is complete, a **green check mark** appears.

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## Group Registration Confirmation for Testing

### The following Users have been registered

First Name	Last Name	Email	Dietary Restrictions	Special Accommodations
Vashti	Shiwmgangal	vashti@earlyimpactva.org		
Jennifer	Case	jcasing@earlyimpactva.org		

[Click here to view your events](#)

**Institute** for the Advancement of Family Support Professionals

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4. "Click here to view your events" will take you to your account's "My Events page. This page may also be accessed by clicking on "Hi Name!" at the top right and then "My Events" in the left sidebar. Clicking on the event name (i.e. "Testing") will take you to a summary page (see below). The date can be saved on your calendar. **Each registered group member should also receive a Registration Confirmation from [noreply@institutevsp.org](mailto:noreply@institutevsp.org) with a short summary of the event.**

The screenshot shows a web browser window with the URL <https://institutevsp.org/account/registrations/OCXvEQ>. The page header includes the Institute logo and navigation links: "Your Dashboard", "All Modules", "Your Compass", and "Hi Vashti". The main heading is "Registration for Testing". On the left, a sidebar menu lists: "Account Details", "Account Security", "Compass Options", "Compass Results History", "Share My Progress", "Shared with Me", and "My Events". The main content area is divided into three columns. The first column, "Event Details", includes: "Registered On" (September 18, 2018), "Any Dietary Restrictions?" (nope), and "Special Accommodation?" (nope). The second column, "Details", includes: "Time" (December 10, 2018 from 7:00 am to 4:00 pm EST). The third column, "Course Materials", states: "No Meeting materials are available at this time. Check back here for updated materials." and contains a red button labeled "Cancel my Registration".

The screenshot shows a web browser window with the URL <https://institutevsp.org/account/registrations/OCXvEQ>. The page header includes the Institute logo and navigation links: "Your Dashboard", "All Modules", "Your Compass", and "Hi Vashti". The main heading is "My Events". On the left, a sidebar menu lists: "Account Details", "Account Security", "Compass Options", "Compass Results History", "Share My Progress", "Shared with Me", and "My Events". The main content area is divided into two columns. The first column, "Details", includes: "Time" (December 10, 2018 from 7:00 am to 4:00 pm EST), "Format" (Meet In Person), "Provider", "Contact" (Vashti Shiwmgangal, [vashti@earlyimpactva.org](mailto:vashti@earlyimpactva.org), (804)-359-6166 ext. 204), "iCal" (Download as iCal), "Payment" (PAID: \$1.00 on 09/18/2018), and "Availability" (This event does not have a capacity limit.). The second column, "Location", includes: "Venue" (Hilton Richmond Short Pump Hotel & Spa, 12042 W Broad St Richmond, VA 23233).

## **CANCELLATION:**

While you may have registered as a group, **cancellation must be completed on an individual basis. Individual cancellations will not affect the registration status of other group members.**

To cancel registration, please go to your “My Events page” and click on “Cancel my Registration” in the **red box**. Again, **registration can be cancelled up to 14 days prior to the event for a full refund**. Cancellations received within 14 days of the event will NOT be refunded. No-show registrations will also NOT be refunded.

**For any questions, please contact:**

Kristen Ondishko, Program Coordinator

[Kondishko@earlyimpactva.org](mailto:Kondishko@earlyimpactva.org)

Thank you and we look forward to seeing you soon!