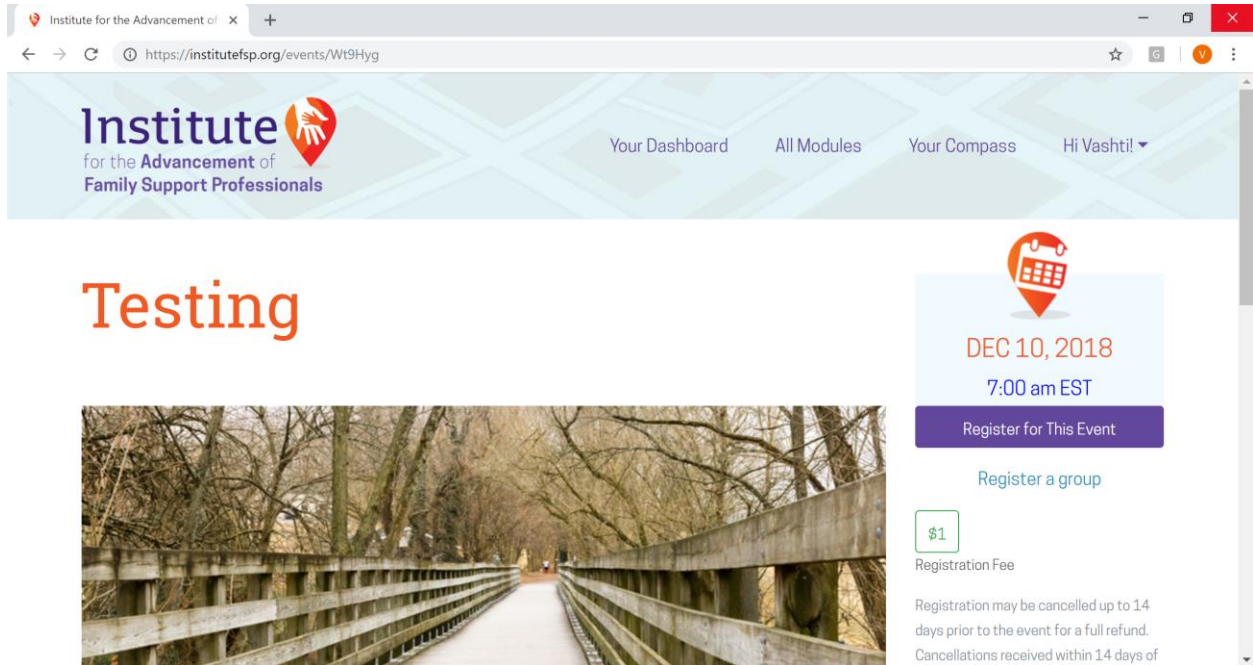# Virginia's Home Visiting Day of Learning 2023
Group Registration Guidelines

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

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

Last name

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	Shiwmangal	vashti@earlyimpactva.org		
Jennifer	Case	jcase@earlyimpactva.org		

Next

3. 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.

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@institutefsp.org with a short summary of the event.**

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

Thank you and we look forward to seeing you soon!