

Introducing Online Batch Registration

Instructions on how to register yourself and up to 5 others for WASWD Events

Find an event on the WASWD Website via our [Calendar](#) or [Events Page](#) and click the **Register** button. You will be directed to the Registration page.

The first registration tab is **My Information**, (below) check to make sure your information is all current. If all is correct, hit **Next**.

My Information Responses Pricing Items Associates Guests Summary

Check this box if the main registrant for this event is NOT attending

* First Name	Middle Name	* Last Name	Suffix	Title
Bruce		Wayne		Owner
* Organization	* Phone	* Email		
Wayne Manor Enterpi	(555) 555-1939	assistant@waswd.org		

You will then go through all the event prompts to provide registration information for yourself before registering others. (Date Attending, Food, etc...)

When done with the prompts, you will be directed to the **Associates tab**, where you can register up to 5 WASWD Members for an event.

My Information Responses Pricing Items Associates Guests Summary

Click on the **notepad icon** next to the numbers. (Circled below)

Click the notepad icon to register additional Members.

	Email	First Name	Last Name	Phone
1				
2				
3				

In the pop-up window, (below) you can select someone from your current organization in the **By Name** dropdown menu.

Please look up associate information:

By Name: Select Member

Or you can find other members by searching in **By Email Address**

By Email Address:

Look Up Associate Info

Once you've selected someone, you will go through all the event prompts to provide registration information for that member.

(You may repeat this up to 5 times)

Once done, scroll down and click **Close Associate Updates**

Now that you have entered the members click **Next** to continue with registration.