

Introducing Online Batch Registration

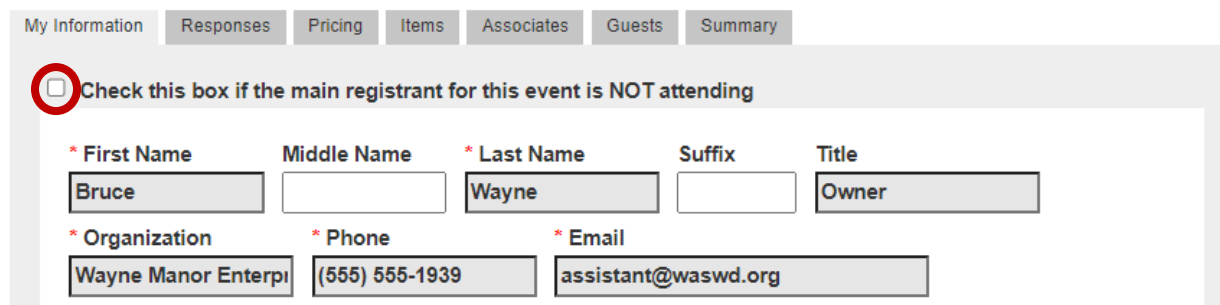
Instructions on how to register up to 5 others for WASWD Events

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

Check to make sure the **My Information** tab is current with your information.

Since you are only registering other members, be sure to check the box at the top.

(Circled below)



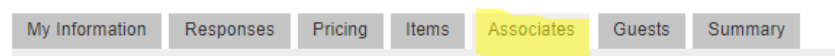
My Information Responses Pricing Items Associates Guests Summary

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 Enterpr	(555) 555-1939	assistant@waswd.org		


Hit **Next**.

You will then be taken to the **Associate's** tab where you can register up to 5 WASWD Members for the event.



My Information Responses Pricing Items Associates Guests Summary

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



Email	First Name	Last Name	Phone
<input type="text"/>			
<input type="text"/>			

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



Please look up associate information:

By Name:

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.