

# How to Register for an Event with Bundles

23 Steps   [View most recent version](#) 

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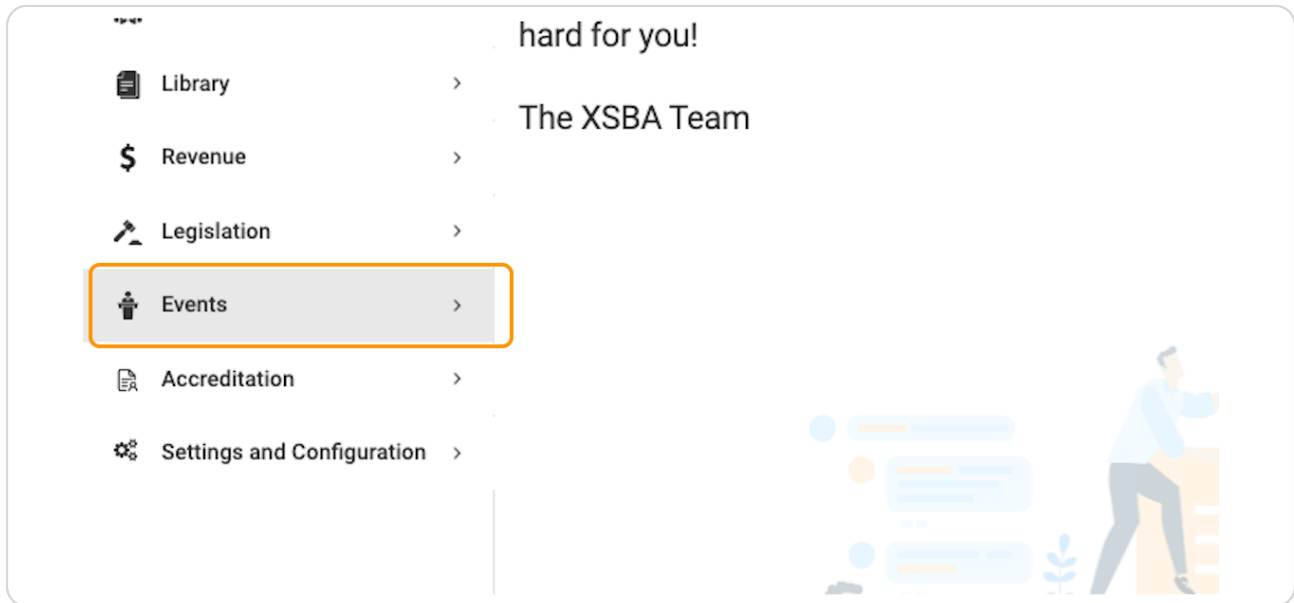
Created by  
Engagifii Inc.

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November 29, 2023

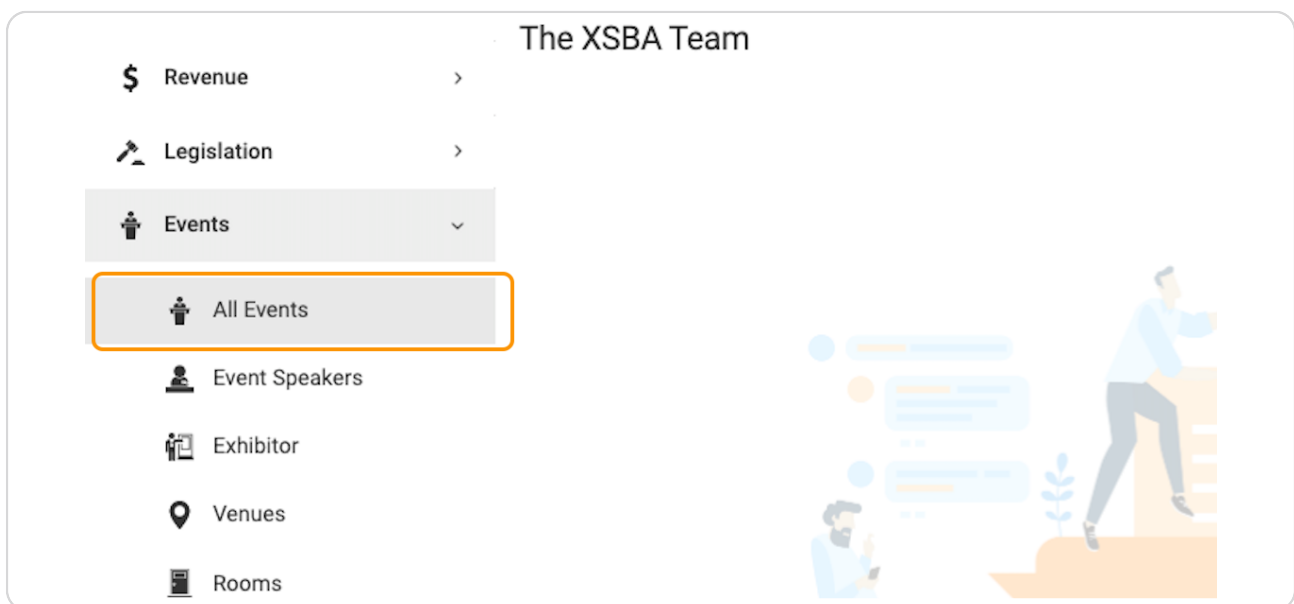
## STEP 1

### Click on Events







## STEP 2

### Click on All Events



STEP 3

Click on Principal Leadership Summer Conference

Favorites		Search Events		Status		Type	Date/Time
⋮	★		Alabama District Attorney...			Winter Conference	TUE JAN
⋮	★		<a href="#">Principal Leadership Sum...</a>			Summer Conference	MON JUN

STEP 4

Click on Register

×

Edit

Register

ails   Settings

## STEP 5

**Click on Next**

1/1

Close

Next

6

7

8




View & Submit

Payment

Status

## STEP 6

**As an admin select the registrant(s) you would like to register.**

Event Speakers	<input type="checkbox"/>	 Rhonda Billing
Exhibitor	<input type="checkbox"/>	 Bob Billman
Venues	<input checked="" type="checkbox"/>	 Christian Brown
Rooms		
Meditation	>	
Tags and Configuration	>	

## STEP 7

**Click on Next**

Mathematics

\$

Previous

Next

## STEP 8

## Check registrant details

Submit	Payment	Status
<div>Expand/Collapse &gt;</div>		
<div>Previous Next</div>		

STEP 9

Click on Next

Xba

Home

Events

Events

Event Signup

My Area

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All Events

Event Speakers

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Accreditation

Settings and Configuration

Principal Leadership Summer Conference

Event Type: Summer Conference

Day 1: June 10, 2024  
8:00 AM - 6:00 PM

Day 2: June 11, 2024  
8:00 AM - 6:00 PM

Day 3: June 12, 2024  
8:00 AM - 6:00 PM

Day 4: June 13, 2024  
8:00 AM - 6:00 PM

No Tags

Step 3 - Confirm/Update User Information

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Overview

Choose Participants

Confirm/Update User Information

Bundles

Supporting Documents

Review & Submit

Payment

Status

Christian Brown

Basic InformationAssociated ItemsLibraryCommittees

Edit

Contact Details

Email AddressPrimarychristianbrown@yopmail.comunsubscribe

STEP 10

Select the bundle.

Xba

Principal Leadership Summer Conference

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8:00 AM - 6:00 PM

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8:00 AM - 6:00 PM

Day 3: June 12, 2024  
8:00 AM - 6:00 PM

Day 4: June 13, 2024  
8:00 AM - 6:00 PM

No Tags

Search bundles

Christian Brown

Day 1 & 2View details

0 Selected PersonTotal Price \$0.00

Price

\$150.00

Day 3 & 4View details

1 Selected PersonTotal Price \$150.00

☒

\$150.00

Day 1View details

0 Selected PersonTotal Price \$0.00

☐

\$75.00

Full BundleView details

0 Selected PersonTotal Price \$0.00

☐

\$300.00

Total Cost1 Item(s)\$150.00

PreviousNext

Engagifii

6 of 14

## STEP 11

### Click on Next

**Xba**

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Settings and Configuration

Principal Leadership Summer Conference

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Day 4: June 13, 2024  
8:00 AM - 6:00 PM

No Tags

Search bundles

Christian Brown

Price

<div>Day 1 &amp; 2</div> <div>View details</div> <div>1 Selected Person</div> <div>Total Price \$150.00</div>	<div><input checked="" type="checkbox"/></div> <div>\$150.00</div>
<div>Day 3 &amp; 4</div> <div>View details</div> <div>0 Selected Person</div> <div>Total Price \$0.00</div>	<div><input type="checkbox"/></div> <div>\$150.00</div>
<div>Day 1</div> <div>View details</div> <div>0 Selected Person</div> <div>Total Price \$0.00</div>	<div><input type="checkbox"/></div> <div>\$75.00</div>
<div>Full Bundle</div> <div>View details</div> <div>0 Selected Person</div> <div>Total Price \$0.00</div>	<div><input type="checkbox"/></div> <div>\$300.00</div>
<div>Total Cost</div>	<div>1 Item(s) \$150.00</div>

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## STEP 12

### Click on Next

**Xba**

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8:00 AM - 6:00 PM

Day 4: June 13, 2024  
8:00 AM - 6:00 PM

No Tags

Step 5 - Supporting Documents

Previous

Next

Please upload the required document to register for the event.

Overview

Choose Participants

Confirm/Update User Information

Bundles

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Review & Submit

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Drag & drop files here

or

[Click to browse for file\(s\)](#)

(Max upload size per file - 50 MB)

Supporting Links

Add Link

## STEP 13

### Check on

My Area

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Settings and Configuration

**Principal Leadership Summer Conference**  
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Day 3: June 12, 2024 8:00 AM - 6:00 PM  
Day 4: June 13, 2024 8:00 AM - 6:00 PM  
No Tags

Step 6 - Review & Submit

Review the information below and click Submit to submit your application. To go back and edit your application, click previous.

Overview

Choose Participants

Confirm/Update User Information

Bundles

Supporting Documents

Review & Submit

Payment

Status

S.No	Search People	Bundles	Sessions	Sub-total
1	Christian Brown christianbrown@yopmail.com	Day 1 & 2	Not Selected	\$150.00

Grand Total: \$150.00

☒ By clicking next, I Crescance Admin certify that all information is true and correct to the best of my knowledge.

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## STEP 14

### Click on Next

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Day 3: June 12, 2024 8:00 AM - 6:00 PM  
Day 4: June 13, 2024 8:00 AM - 6:00 PM  
No Tags

Step 6 - Review & Submit

Review the information below and click Submit to submit your application. To go back and edit your application, click previous.

Overview

Choose Participants

Confirm/Update User Information

Bundles

Supporting Documents

Review & Submit

Payment

Status

S.No	Search People	Bundles	Sessions	Sub-total
1	Christian Brown christianbrown@yopmail.com	Day 1 & 2	Not Selected	\$150.00

Grand Total: \$150.00

☒ By clicking next, I Crescance Admin certify that all information is true and correct to the best of my knowledge.

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## STEP 15

Search billing organization.

nt Methods

Q xsba

 People ☐

 Organizations ☐

Start typing to search People or Organizations


ow or later?\*


ber (Not mandatory)

## STEP 16

Click on Organizations

Q xsba

 People (16 Records) >


 Organizations (1 Record) >


Start typing to search People or Organizations


ow or later?\*


ber (Not mandatory)

16 Records

 ALEX ADMINISTRATOR  
alexadminxsba@yopm...

 SARAH ANDERSON  
sarahxsba@yopmail.c...

 JOHN DUFFON  
johnduttonxsba@yopm...

 JANE GOODALL  
janegoodallxsba@yop...

## STEP 17


My example is XSBA

Records) >

ins (1 Record) >

h People or

1 Record


 XSBA

Previ


## STEP 18

Select Organization Ex. XSBA

Billing Information & Payment Methods

Select Buyer\*  XSBA

Select the organization to bill this transaction.

 XSBA

600 Galleria Parkway, Atlanta, GA, USA  
Galleria Parkway  
Atlanta, Georgia 30339  
United States

## STEP 19

### Select Bill Now or Bill them to Pay Later

now or later?\*

Bill them to Pay Later

ber (Not mandatory)

Send the invoice to buyer and the selected billing contacts:

## STEP 20

### Select if necessary.

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Day 4: June 13, 2024  
8:00 AM - 6:00 PM

No Tags

Do you want to pay now or later?\*

Bill them to Pay Later

Purchase order number (Not mandatory)

Send the invoice to buyer and the selected billing contacts:

☒ Also Copy me on the invoice email.

Add Billing Contact

	Name	Current Position	Current Department	Email	Phone
<input type="checkbox"/>	Alex Administrator-X...	Board Secretary		alexadminxsba@yopmail.com	

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## STEP 21

### Select Billing Contact

**Xba**

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8:00 AM - 6:00 PM

Day 4: June 13, 2024  
8:00 AM - 6:00 PM

No Tags

Do you want to pay now or later?  
Bill them to Pay Later

Purchase order number (Not mandatory)

Send the invoice to buyer and the selected billing contacts:

☒ Also Copy me on the invoice email.

Add Billing Contact

Name	Current Position	Current Department	Email	Phone
<input checked="" type="checkbox"/> Alex Administrator-X...	Board Secretary		alexadminxbsa@yopmail.com	

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## STEP 22

### Click on Next

Phone

a@yopmail.com

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## Finished!



