

# How to Register for an Event with Bundles

23 Steps [View most recent version](#) 

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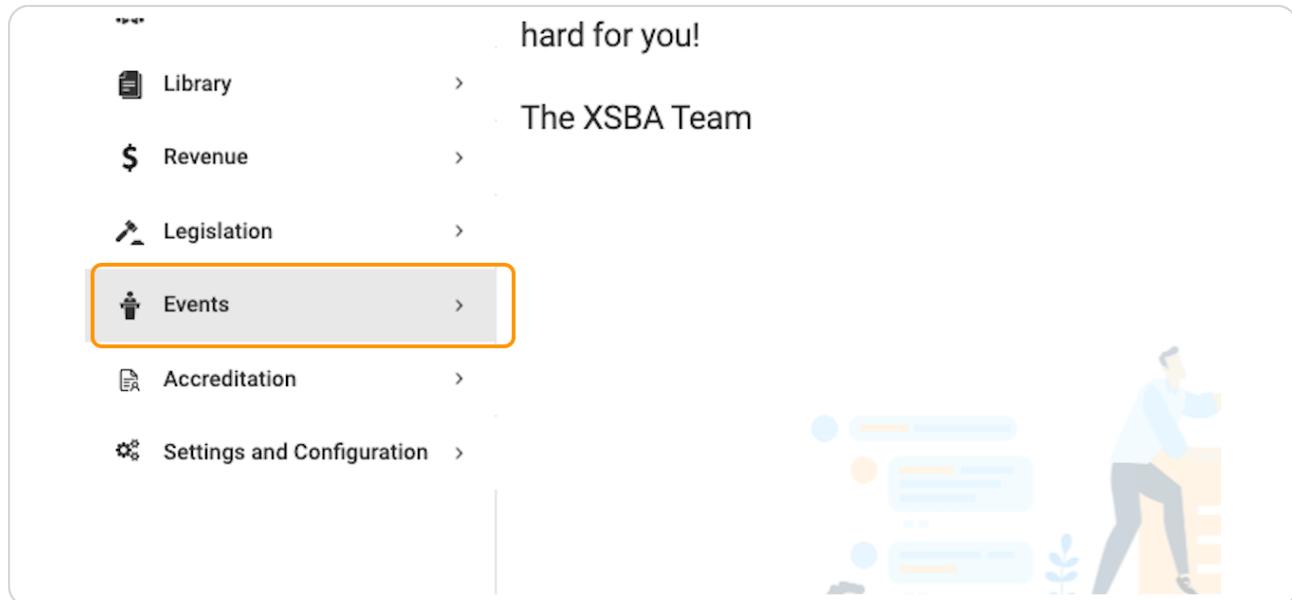
Created by  
Engagifii Inc.

Creation Date  
November 29, 2023

Last Updated  
November 29, 2023

## STEP 1

### Click on Events



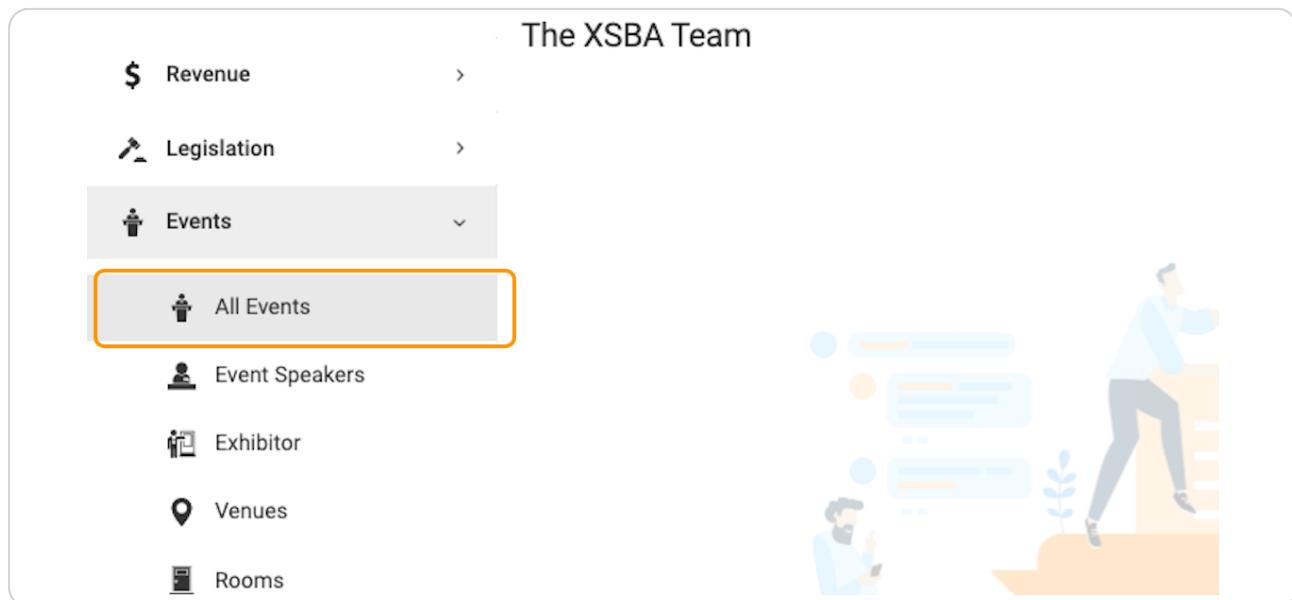
hard for you!

- Library >
- Revenue >
- Legislation >
- Events >**
- Accreditation >
- Settings and Configuration >

The XSBA Team

## STEP 2

### **Click on All Events**

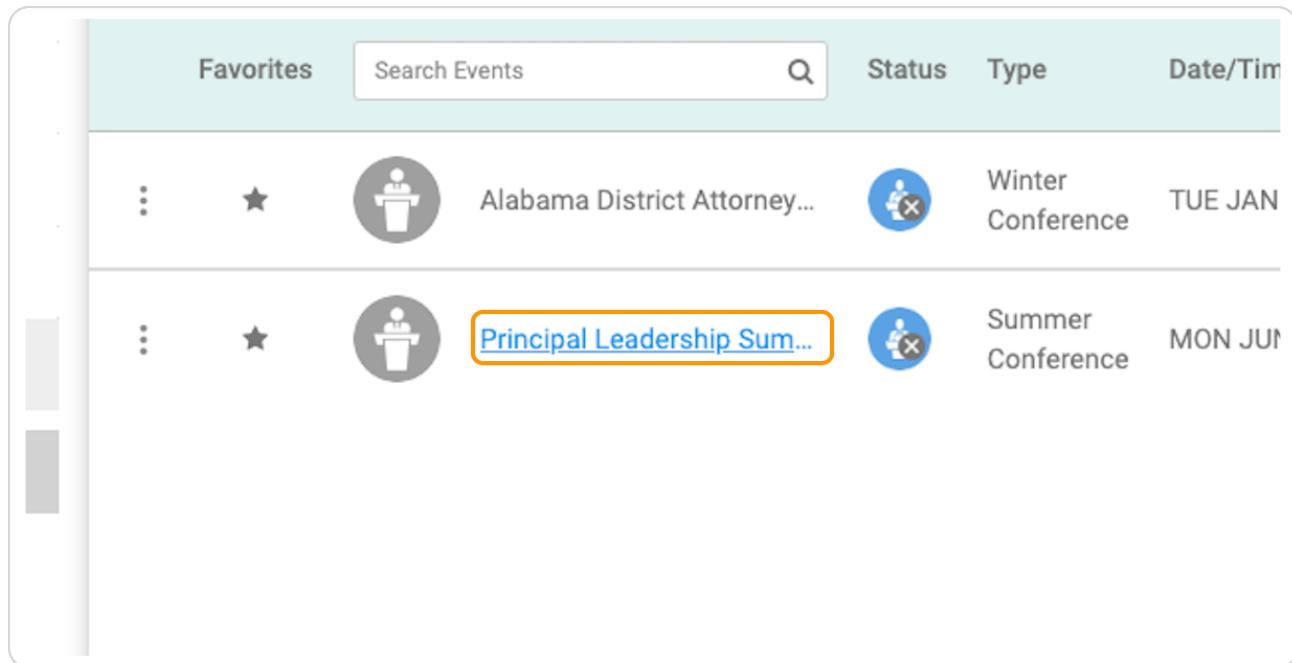


The XSBA Team

- Revenue >
- Legislation >
- Events >**
- All Events**
- Event Speakers
- Exhibitor
- Venues
- Rooms

## STEP 3

### Click on Principal Leadership Summer Conference

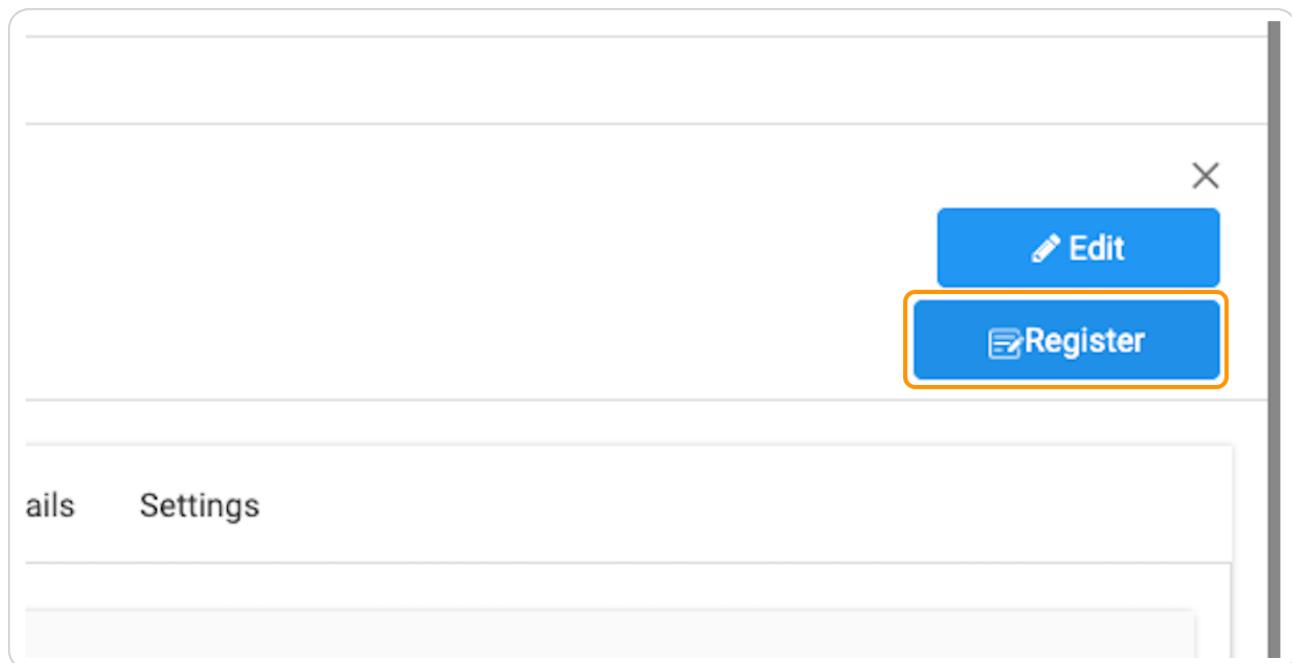


Favorites Search Events Status Type Date/Tim

...	★	Speaker icon	Alabama District Attorney...	User icon	Winter Conference	TUE JAN
...	★	Speaker icon	Principal Leadership Sum...	User icon	Summer Conference	MON JUN

## STEP 4

### Click on Register



×

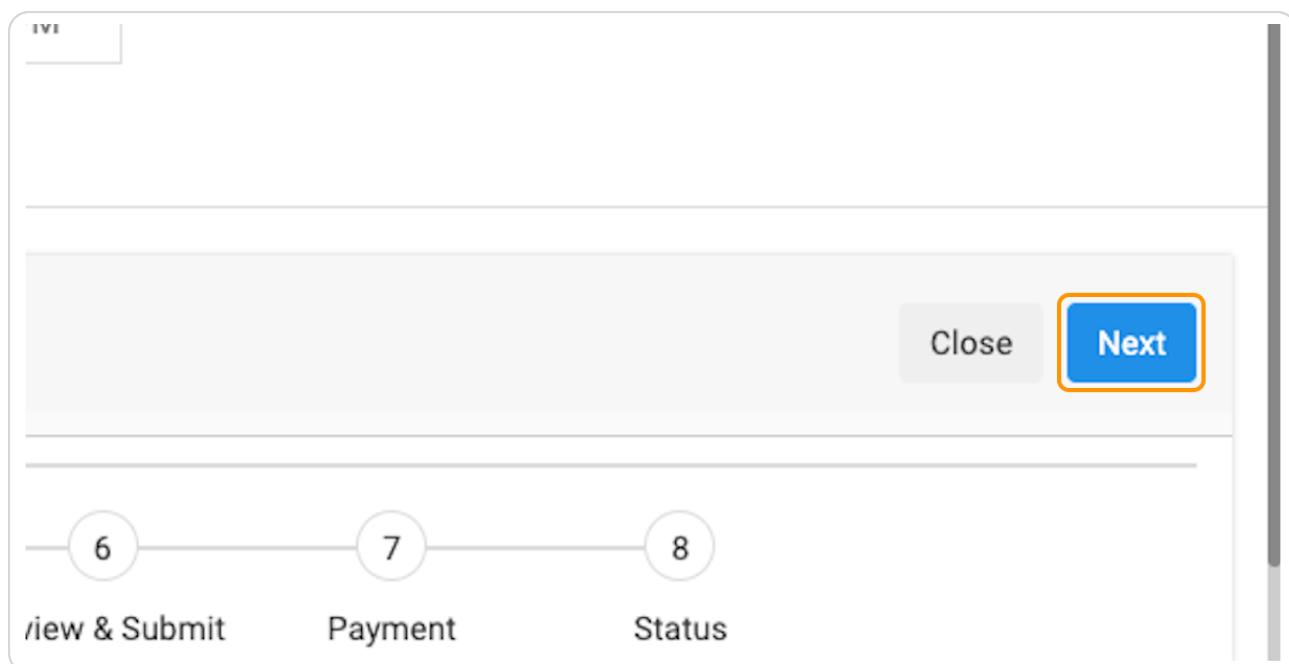
Edit

Register

Profile Settings

## STEP 5

Click on Next



## STEP 6

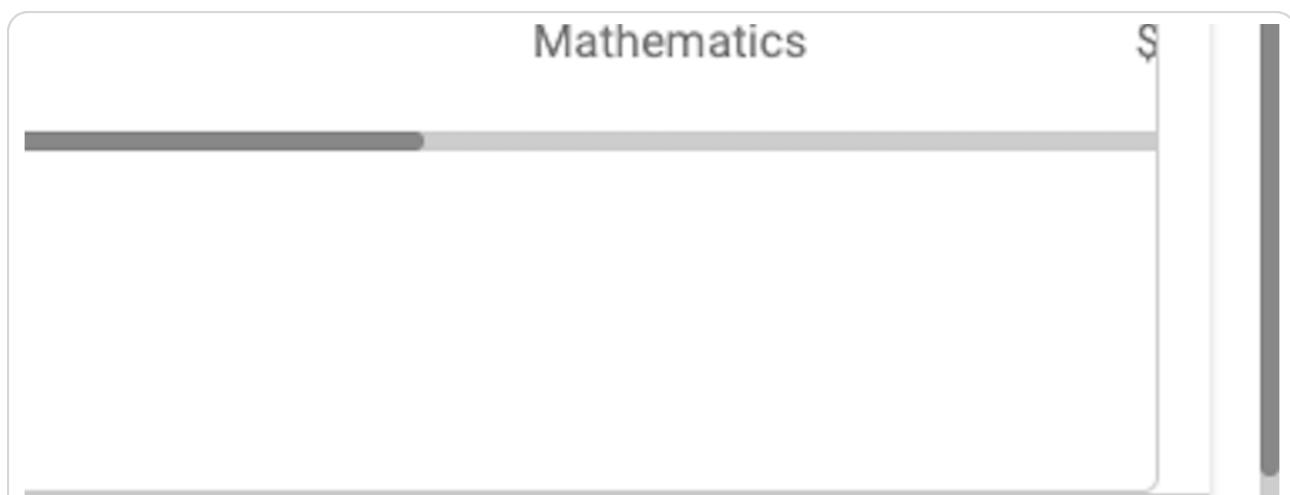
As an admin select the registrant(s) you would like to register.

A screenshot of a mobile application interface showing a list of registrants. On the left, there is a sidebar with navigation options: 'Event Speakers', 'Exhibitor', 'Venues', 'Rooms', 'Registration', and 'Users and Configuration'. The 'Rooms' option is currently selected, indicated by a right-pointing arrow. On the right, there is a list of registrants with checkboxes. The first registrant, 'Rhonda Billing', has an empty checkbox. The second registrant, 'Bob Billman', also has an empty checkbox. The third registrant, 'Christian Brown', has a checked checkbox, which is highlighted with an orange border. The background of the screen is white.

STEP 7

**Click on Next**

Mathematics



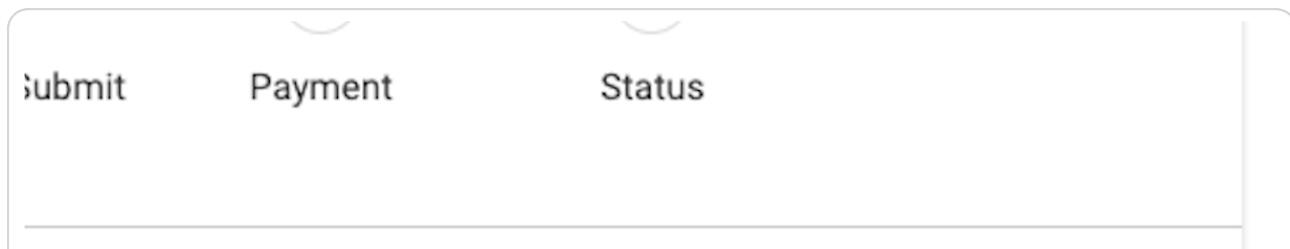
Previous **Next**

The 'Next' button is highlighted with an orange border.

STEP 8

**Check registrant details**

Submit Payment Status



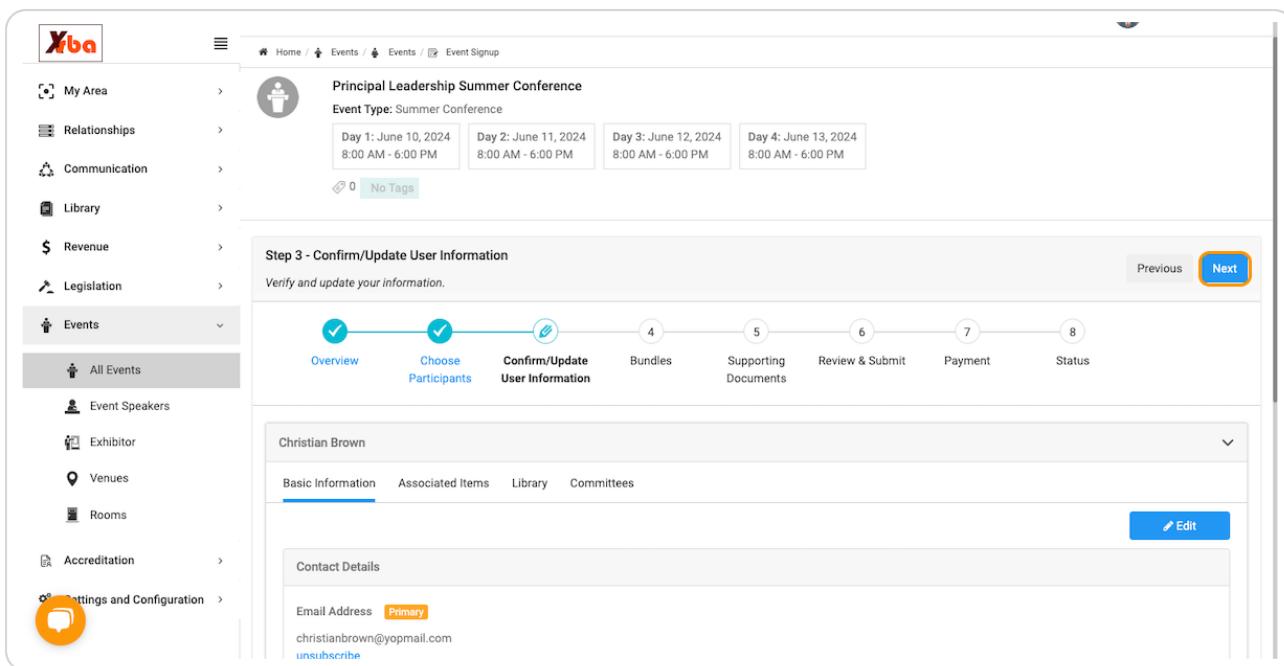
Expand/Collapse >

Previous **Next**

The 'Next' button is highlighted with an orange border.

## STEP 9

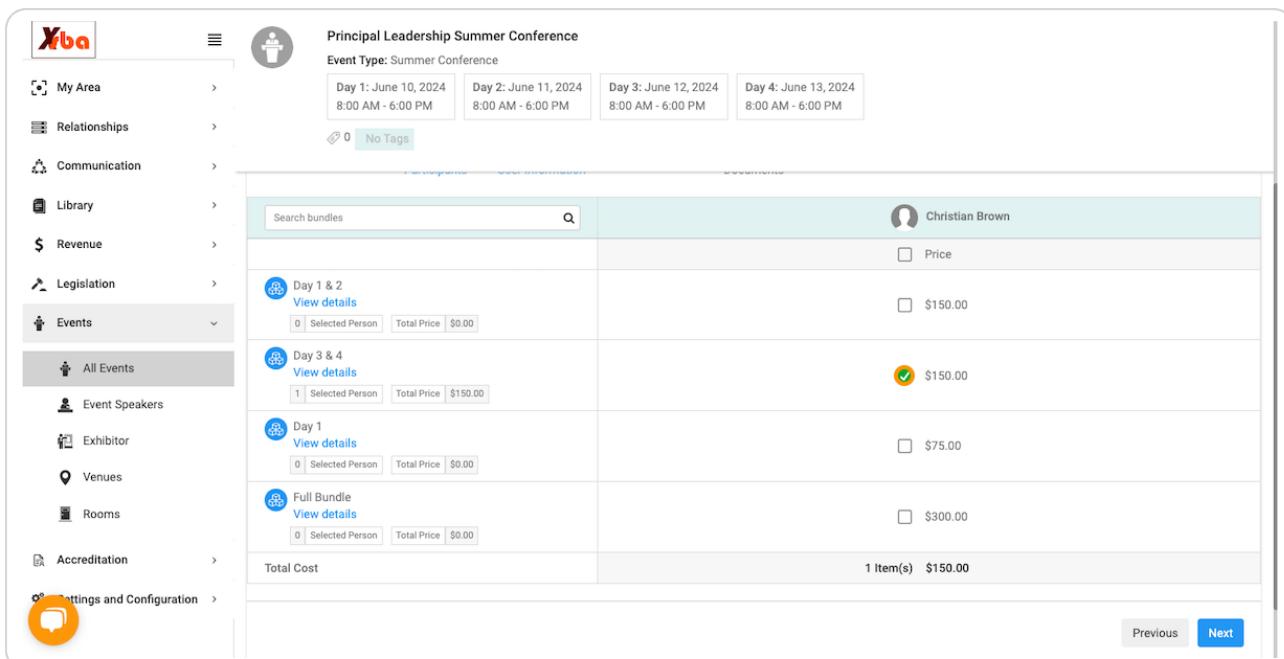
### Click on Next



The screenshot shows the Xba software interface for event management. On the left, a sidebar lists various categories: My Area, Relationships, Communication, Library, Revenue, Legislation, Events (selected), Event Speakers, Exhibitor, Venues, Rooms, Accreditation, and Settings and Configuration. The 'Events' section is expanded, showing 'All Events' (selected), Event Speakers, Exhibitor, Venues, and Rooms. The main content area displays the 'Principal Leadership Summer Conference' with the event type 'Summer Conference'. It shows four days of the 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; and Day 4: June 13, 2024, 8:00 AM - 6:00 PM. Below this is a 'No Tags' section. The current step is 'Step 3 - Confirm/Update User Information' with the sub-instruction 'Verify and update your information.' A progress bar shows steps 1 through 8, with step 3 highlighted. The 'Next' button is highlighted with an orange box. The user information for 'Christian Brown' is shown, including tabs for 'Basic Information' (selected), 'Associated Items', 'Library', and 'Committees'. The 'Edit' button is visible. The 'Basic Information' tab shows contact details, including an email address: christianbrown@yopmail.com and an 'unsubscribe' link.

## STEP 10

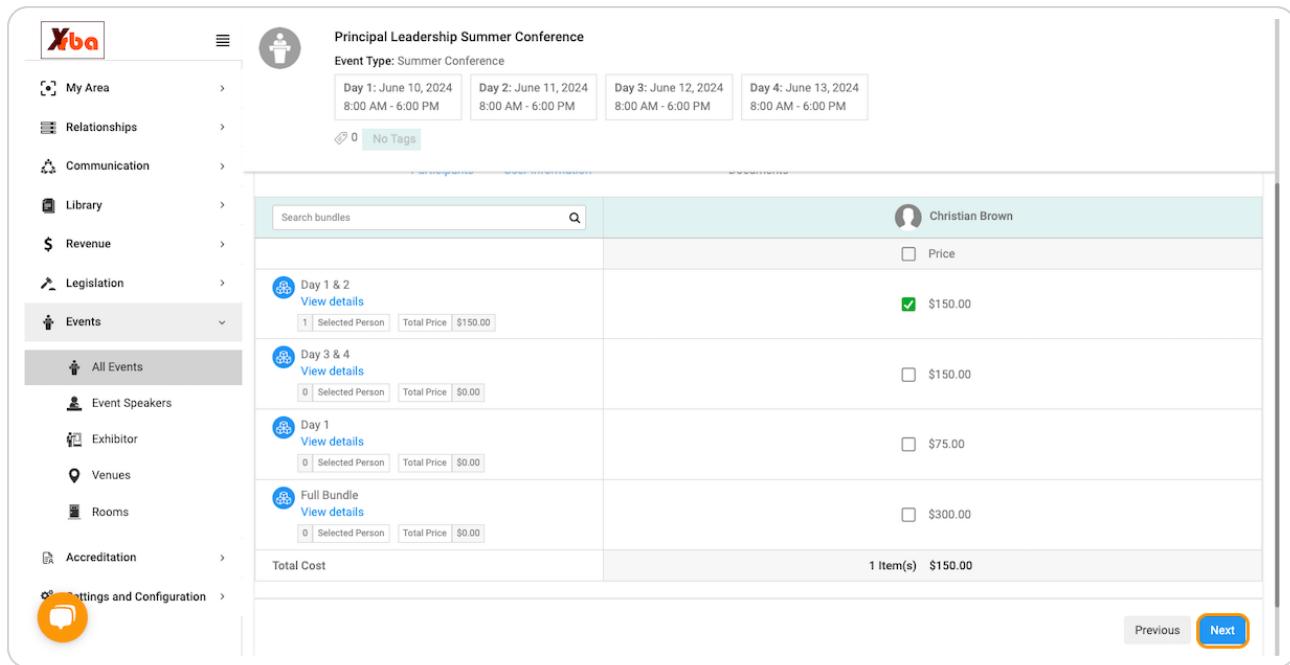
### Select the bundle.



The screenshot shows the Xba software interface for event management, continuing from Step 9. The sidebar and main event details are the same. The current step is 'Step 4 - Select the bundle' (highlighted with an orange box). The 'Search bundles' section displays several bundle options: 'Day 1 & 2' (Total Price: \$0.00), 'Day 3 & 4' (Total Price: \$150.00, selected and highlighted with a green checkmark), 'Day 1' (Total Price: \$75.00), and 'Full Bundle' (Total Price: \$300.00). Below the bundles, a 'Total Cost' table shows '1 Item(s) \$150.00'. The 'Next' button is highlighted with an orange box.

## STEP 11

### Click on Next



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

0 No Tags

Christian Brown

Price

\$150.00

\$150.00

\$75.00

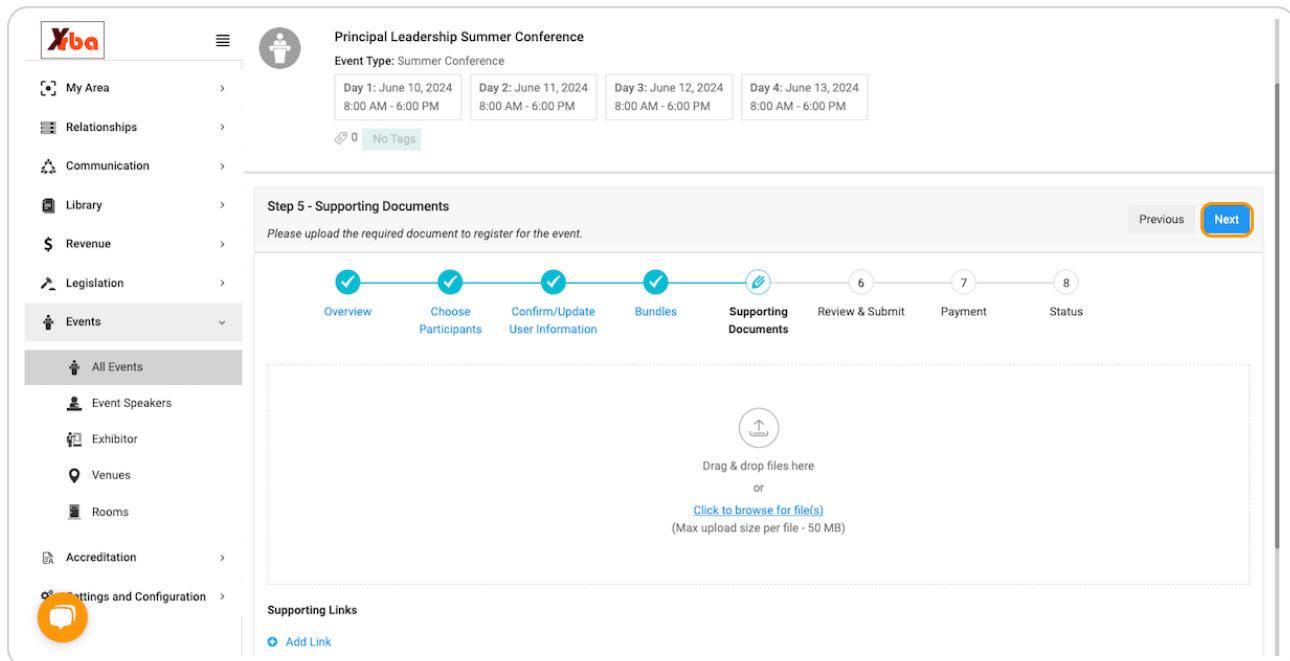
\$300.00

Total Cost 1 Item(s) \$150.00

Previous Next

## STEP 12

### Click on Next



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

0 No Tags

Step 5 - Supporting Documents

Please upload the required document to register for the event.

Previous Next

1 Overview 2 Choose Participants 3 Confirm/Update User Information 4 Bundles 5 Supporting Documents 6 Review & Submit 7 Payment 8 Status

Drag & drop files here

or

Click to browse for file(s)

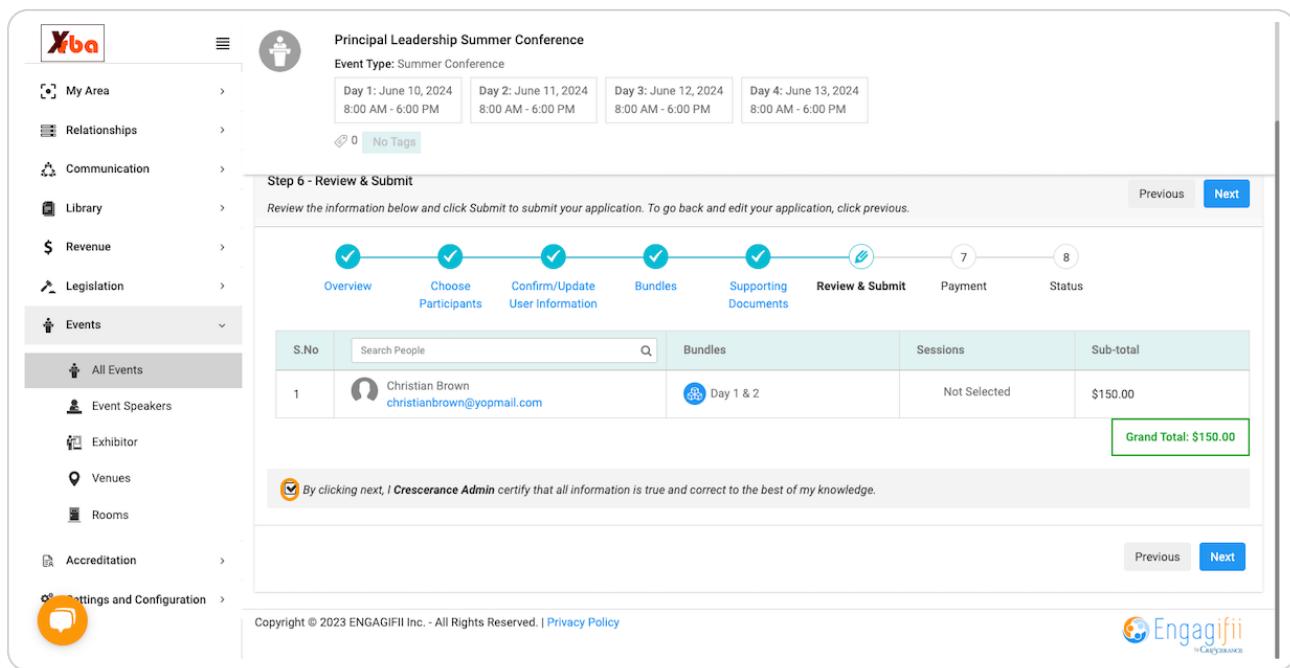
(Max upload size per file - 50 MB)

Supporting Links

Add Link

## STEP 13

### Check on



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

0 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.

Previous Next

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 Crescerance Admin certify that all information is true and correct to the best of my knowledge.

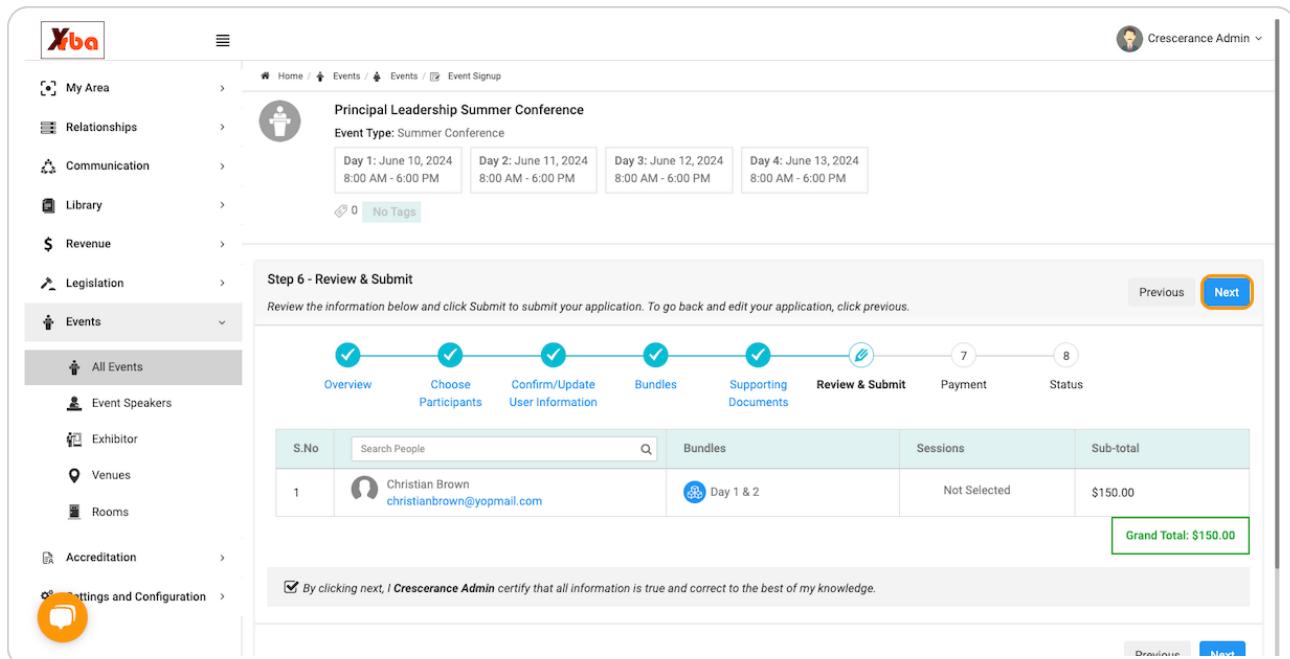
Previous Next

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## STEP 14

### Click on Next



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

0 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.

Previous Next

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

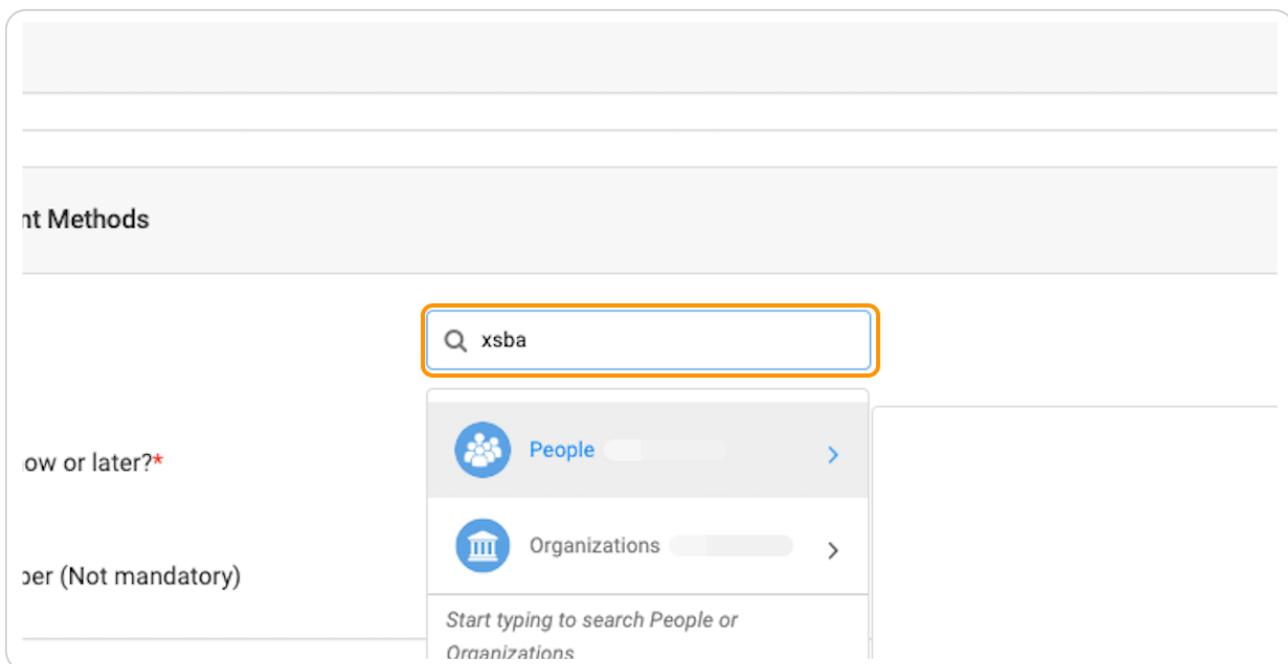
Grand Total: \$150.00

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

Previous Next

## STEP 15

### Search billing organization.



Search Methods

Now or later?\*

Number (Not mandatory)

xsba

People

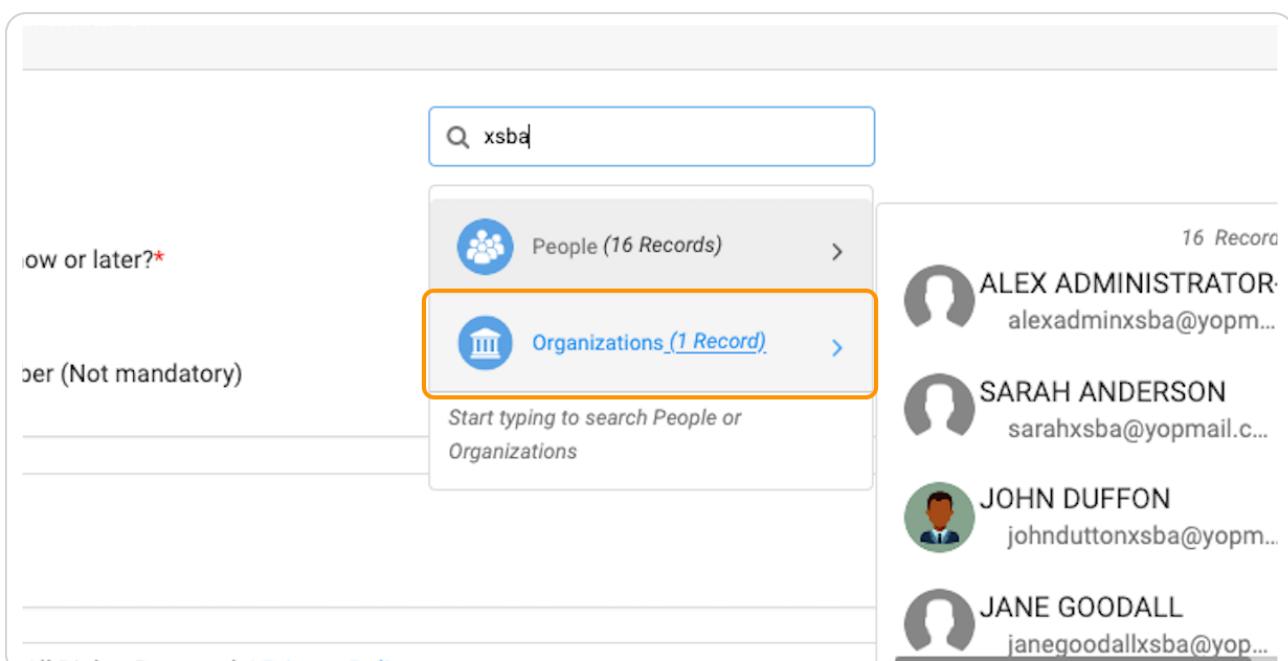
Organizations

Start typing to search People or Organizations

The screenshot shows a search interface. At the top is a search bar with the text "xsba" inside. Below the search bar is a dropdown menu with two options: "People" and "Organizations". The "Organizations" option is highlighted with a blue background and white text. Below the dropdown menu is a placeholder text "Start typing to search People or Organizations".

## STEP 16

### Click on Organizations



Now or later?\*

Number (Not mandatory)

xsba

People (16 Records)

Organizations (1 Record)

Start typing to search People or Organizations

16 Records

ALEX ADMINISTRATOR alexadminxsba@yopmail...

SARAH ANDERSON sarahxsba@yopmail.c...

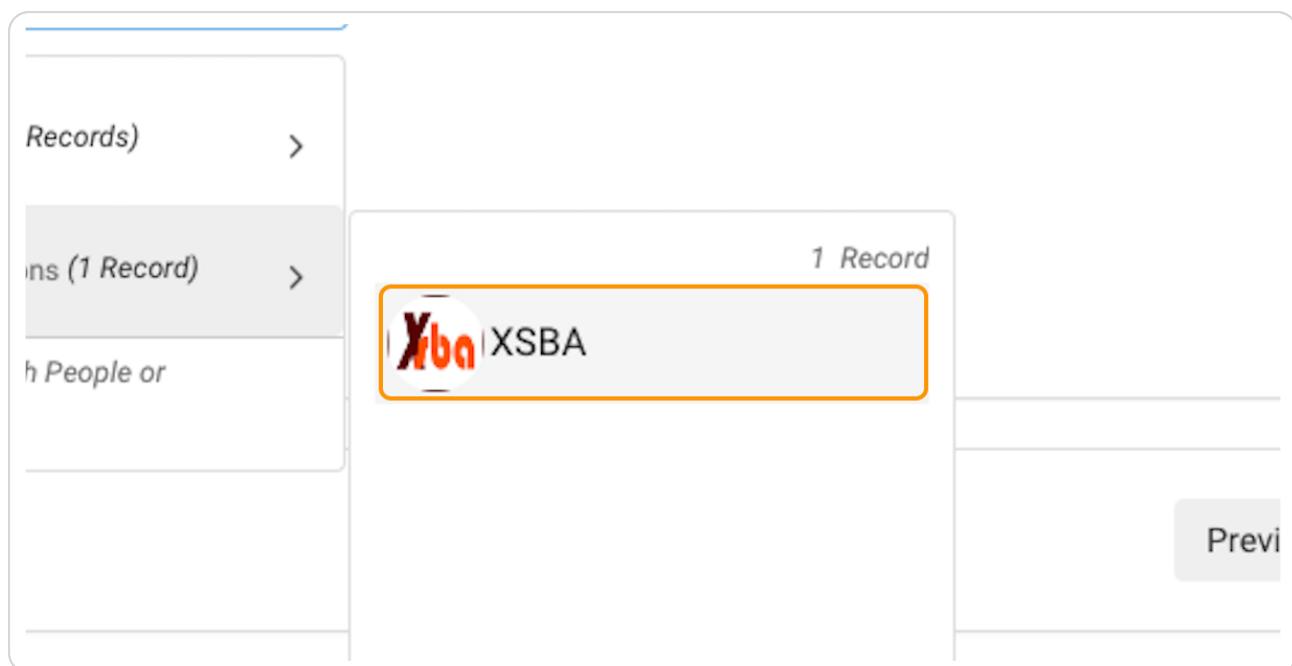
JOHN DUFFON johnduttonxsba@yopm...

JANE GOODALL janegoodallxsba@yop...

The screenshot shows the search results for "xsba". The "Organizations" section is highlighted with a blue background and white text. It shows "1 Record". To the right of the search results, there is a list of four organization records, each with a profile icon, the name, and the email address. The names are ALEX ADMINISTRATOR, SARAH ANDERSON, JOHN DUFFON, and JANE GOODALL. The email addresses are alexadminxsba@yopmail..., sarahxsba@yopmail.c..., johnduttonxsba@yopm..., and janegoodallxsba@yop... respectively.

## STEP 17

### My example is XSBA



Records >

XSBA (1 Record) >

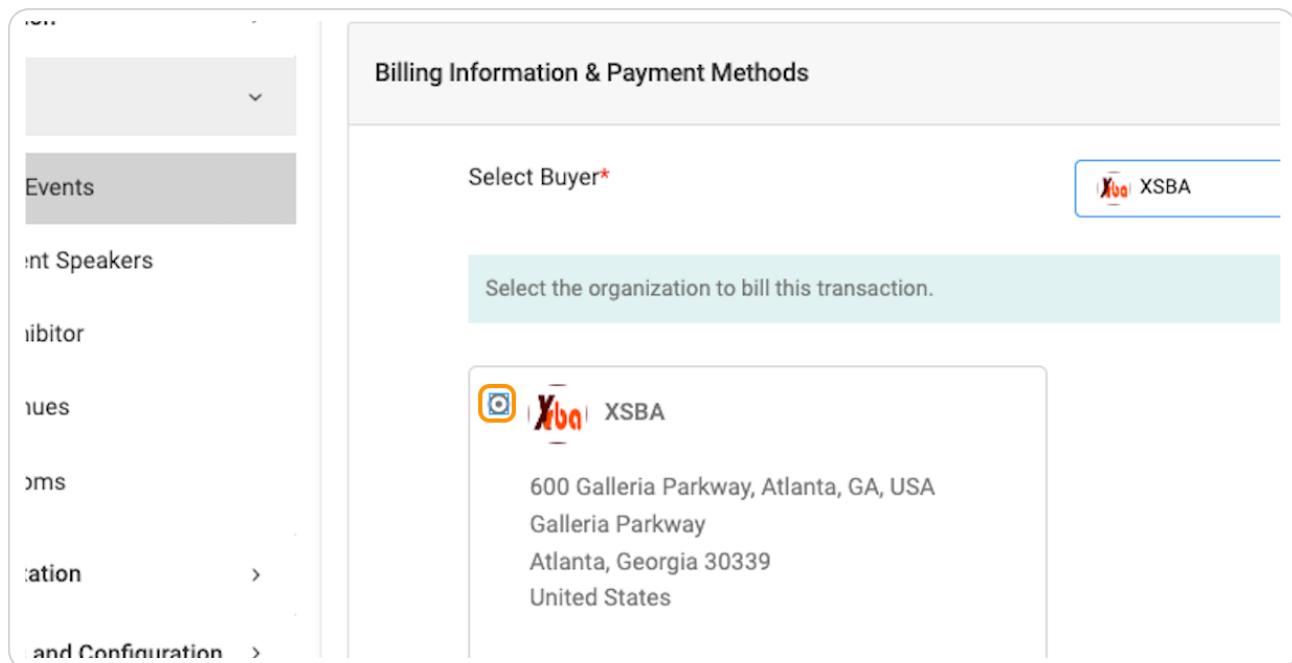
XSBA | XSBA

1 Record

Prev

## STEP 18

### Select Organization Ex. XSBA



Events

Select Buyer\*

XSBA

Select the organization to bill this transaction.

XSBA

XSBA

600 Galleria Parkway, Atlanta, GA, USA

Galleria Parkway

Atlanta, Georgia 30339

United States

## STEP 19

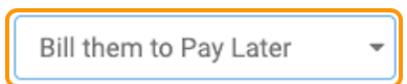
### Select Bill Now or Bill them to Pay Later

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:



## STEP 20

### Select if necessary.

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

0 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

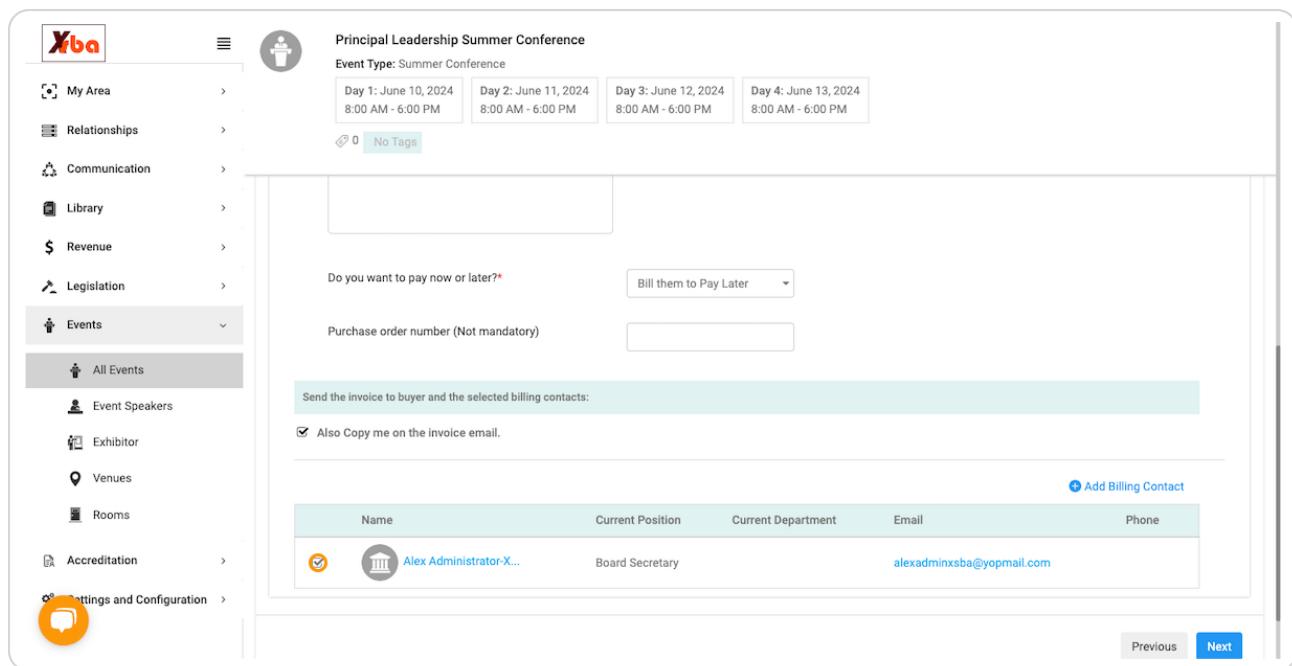
Name	Current Position	Current Department	Email	Phone
<input type="checkbox"/>  Alex Administrator X...	Board Secretary		alexadminxsba@yopmail.com	

Previous Next



## STEP 21

### Select Billing Contact



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

0 No Tags

Do you want to pay now or later?

Purchase order number (Not mandatory)

Send the invoice to buyer and the selected billing contacts:

Also Copy me on the invoice email.

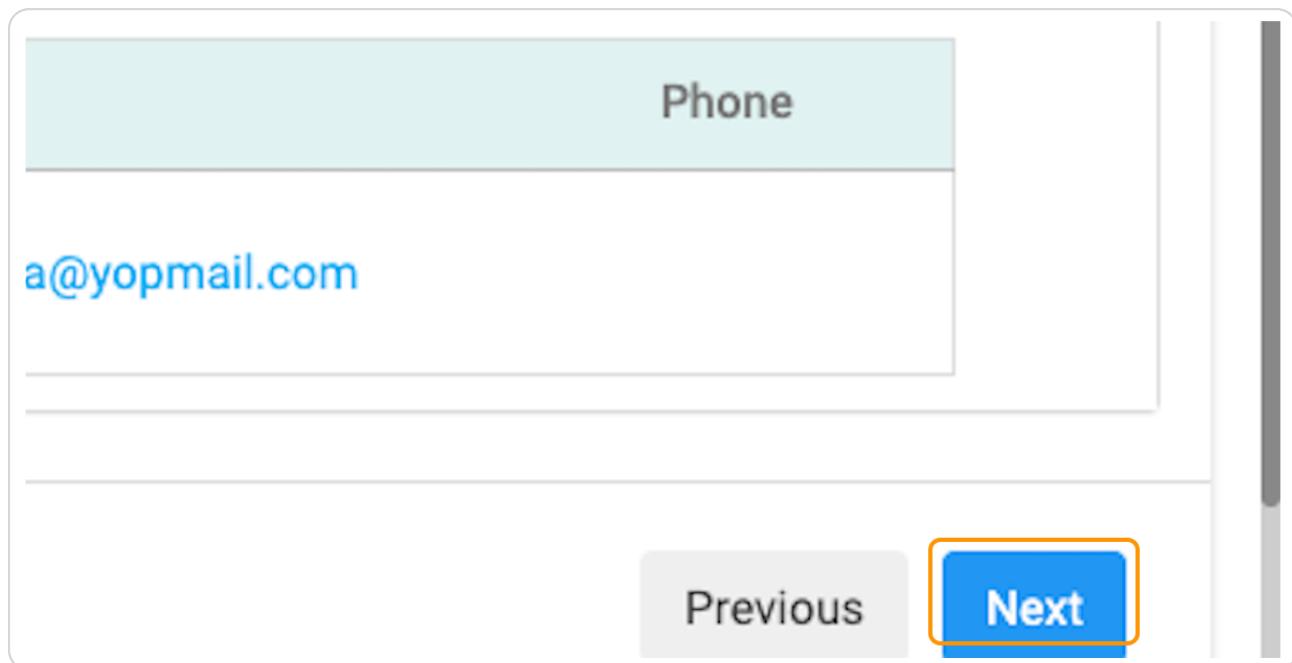
**Add Billing Contact**

Name	Current Position	Current Department	Email	Phone
 Alex Administrator-X...	Board Secretary		alexadminxba@yopmail.com	

Previous

## STEP 22

### Click on Next

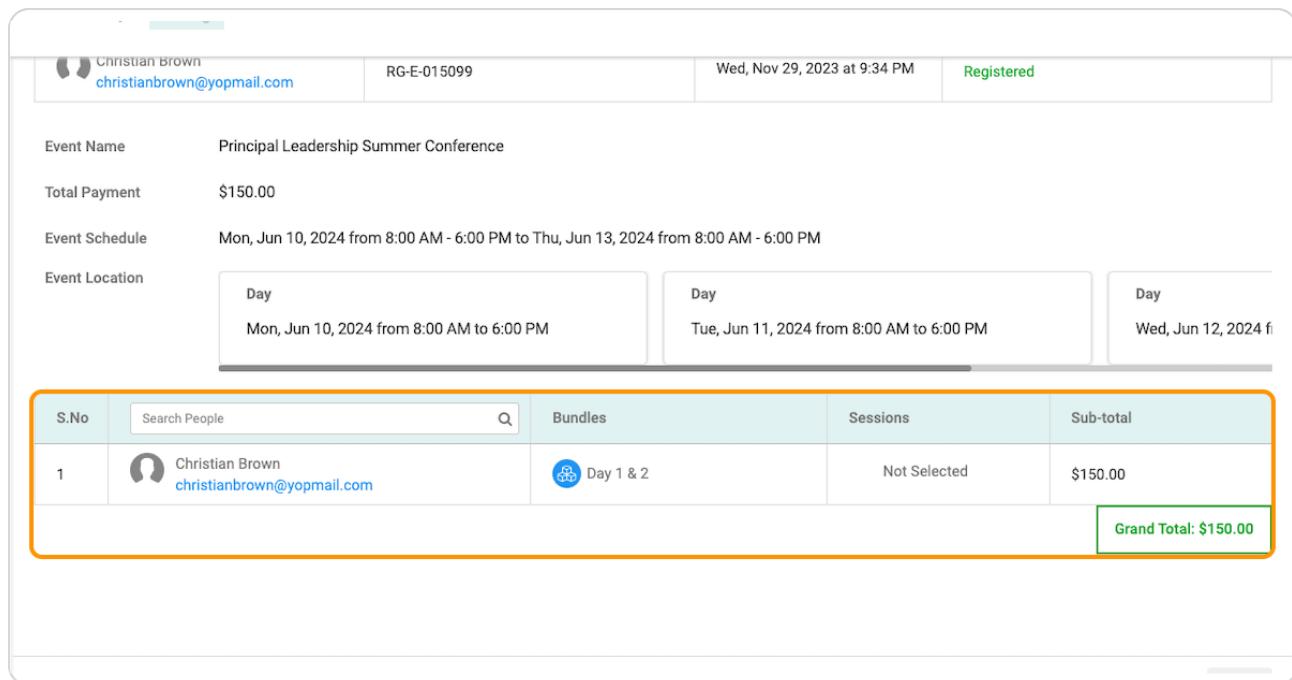


Phone

a@yopmail.com

## STEP 23

### Finished!



Christian Brown  
christianbrown@yopmail.com

RG-E-015099

Wed, Nov 29, 2023 at 9:34 PM

Registered

Event Name: Principal Leadership Summer Conference

Total Payment: \$150.00

Event Schedule: Mon, Jun 10, 2024 from 8:00 AM - 6:00 PM to Thu, Jun 13, 2024 from 8:00 AM - 6:00 PM

Event Location:

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

