Step-by-Step Guide to Group Registration
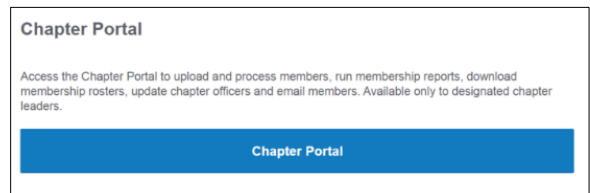*For chapter leaders and school administrators*

Step 1: Navigate to the meeting registration page
  a. Sign in to MyASDA
  b. Scroll down to *Chapter Portal*
  c. Select *2023 Annual Session - Group Registration*

Chapter Portal

Access the Chapter Portal to upload and process members, run membership reports, download membership rosters, update chapter officers and email members. Available only to designated chapter leaders.

Chapter Portal

Step 2: Select members to register
  a. You will be directed to a page with your active membership roster. As shown in the image below.

  b. Scroll through the list or use the search field to find members names in the roster.

  To complete a member search:
  i. Type the first few letters of a member's last name into the search field and select *Go*. Members who match the criteria will display in the list.

  ii. To create a new search, you must clear the existing data by unchecking the past search field as shown below.

If a student that you want to register is not listed in the roster:
  i. Contact Meetings@asdanet.org to verify that the individual has an active membership.
  ii. If not, you will be asked to submit a New Member Form before registering them.

   c. To add a member to the group registration order, select the green (+) button next to their name.

Step 3: Assign a registration type to each registrant.
   a. When you add a member to the registration order, their name will appear on the right side of the screen.
   b. For each member, click the *Registration Type* dropdown and select the member registration package.
   c. Once you've added members to the order, click *Register*.

Step 4: Update registration details for each member and update as needed.

   a. Student Name: This is how the name will be printed on the meeting badge. If the student has a preferred first name, make sure it's displayed correctly. *This will not update their account information.*
   b. Email Address: Ensure their email looks correctly. This is the email associated with their registration.
   c. Select Delegate Type: Indicate which students will serve as voting delegates at the House of Delegates meetings (select 1st delegate or 2nd delegate). All other registrants should be registered as "alternate delegate".
   d. Dietary Restrictions & Allergies: Indicate if the member has any restrictions or allergies. If none, leave this field blank.

     e. Emergency Contact: Include the name and phone of the member's personal emergency contact.

     f. Once you've verified the details, click ***Submit.***

Step 5: Select your payment method and click ***Pay***.

     a. You will receive a confirmation email with a list of the members that were registered.

     b. All individual registrants will receive their own confirmation email.