

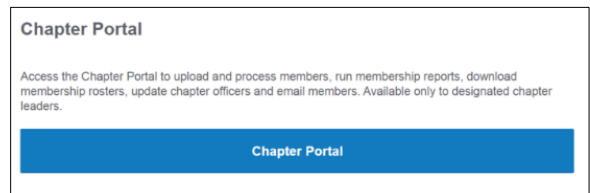


Step-by-Step Guide to Group Registration

For chapter leaders and school administrators

Step 1: Navigate to the meeting registration page

- Sign in to [MyASDA](#)
- Scroll down to **Chapter Portal**
- Select **2023 Annual Session - Group Registration**



Step 2: Select members to register

- You will be directed to a page with your active membership roster. As shown in the image below.

Last Name	First Name	Grad Year	Participant Type	Class Description
[REDACTED]	[REDACTED]	[REDACTED]	MEMBER	Predoctoral
[REDACTED]	[REDACTED]	[REDACTED]	MEMBER	Predoctoral
[REDACTED]	[REDACTED]	[REDACTED]	MEMBER	Predoctoral
[REDACTED]	[REDACTED]	[REDACTED]	MEMBER	Predoctoral

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

To complete a member search:

- 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.

Last Name	First Name	Grad Year	Participant Type	Class Description
[REDACTED]	[REDACTED]	[REDACTED]	MEMBER	Predoctoral
[REDACTED]	[REDACTED]	[REDACTED]	MEMBER	Predoctoral

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

Last Name	First Name	Grad Year	Participant Type	Class Description
[REDACTED]	[REDACTED]	[REDACTED]	MEMBER	Predoctoral
[REDACTED]	[REDACTED]	[REDACTED]	MEMBER	Predoctoral

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**.

The screenshot shows a registration interface. On the left, there is a list of registrants with columns for Last Name, First Name, Grad Year, Participant Type, and Class Description. Each row has a green plus button to its left. On the right, there is a summary table with columns for Name, Registration Type, and Fee. The table shows three rows, each with a dropdown menu for the Registration Type. The first two rows are set to 'ASDA Member Registrati...' with a fee of \$599.00. The third row has a dropdown menu open, showing '- select an option -'. Below the table, there is a 'Total Amount Due : \$1,198.00' and a 'Register' button highlighted with a red box.

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

The screenshot shows a registration details form. At the top, there is a note: "When you click Submit, you'll be taken to the payment screen. If you choose to Pay by Check, print the page with the statement number and include this when you mail the check." Below this is a table with columns: Student Name, Email Address, Item, Select 1st, 2nd or Alternate Delegate for Annual Session, Dietary Restrictions or Food Allergies?, and Emergency Contact Information. There are two rows of data, each with a blue minus button to its left. The first row has 'ASDA Member Registration' as the item, and the second row also has 'ASDA Member Registration'. The 'Select 1st, 2nd or Alternate Delegate for Annual Session' dropdown is open, showing options: '-se', '- select an option -', '1st Delegate', '2nd Delegate', and 'Alternate Delegate'. A 'Submit' button is at the bottom left.

- 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.