Amana Trust Event Registration – Help Document

Introduction

Welcome to the new registration system for Amana Trust events! In this guide, we will show you how to register yourself and others for an event.

In the new system, you will need to create an account before you can do anything else. You will only have to do this once, and the account you create can be used for each future event that you register for.

Another new feature is that in your account you can save the details of other registrants, such as family members. In the system, these are called 'Registrants' and will be available to be added to any future events, which should help to speed up the registration process.

Please click one of the links below to jump to a section:

How to create an account

First, you will need to create an Amana Trust account:

1. Please go to the event registration link and scroll to the bottom of the page.
2. Click on the 'Register for an Account' button and complete the form. Any fields with a red star are mandatory. Please note: Your email address will be your username, and you will be asked to create a secure password.
3. Once completed, you will receive an email to confirm your new account. You are now ready to register for an event.

How to log in to your account

- If you have already created an account, click on the 'Login' button at the top right hand corner of the webpage and add your username and password when prompted.

OR

- On the event registration page, click on the 'Login to an Existing Account' button and enter your username and password when prompted.

How to register for an event

1. **Go to the event registration page**. Scroll to the bottom of the page to view the registration form. If you are not logged in, you will need to do so in order to see the registration form.

2. **Select or enter the person you would like to register** for the event. If it is your first time to register in the system, your name will be the only name that appears. Click on the button for your name if you would like to register yourself. The form will reload with your personal information automatically filled in the spaces. Otherwise, you can fill out a blank form.

3. **Complete all additional event information** that has not auto-filled. Once complete, click on the 'Add Registrant to Event' button at the bottom of the page. Please note: you must wait for the page to refresh before taking any further action.

4. **'Register Another Registrant' or 'Checkout'** – a pop-up box will appear providing you these two options. If you select 'Register Another Participant' you will return to the event registration page to add additional persons to the registration. If you click 'Checkout', you will be able to finalise your registration and make your payment.
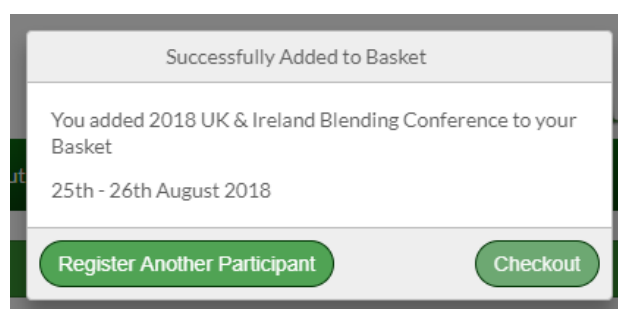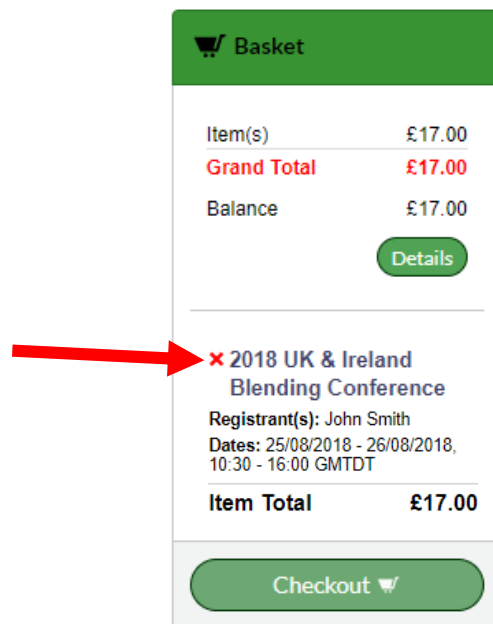
How to add additional Registrants

1. If you need to register someone new (whose name does not appear in the button at the top of the form), simply **fill out the blank form** with the details of the new Registrant.

2. Once complete, **click on the 'Add Registrant to Event' button** at the bottom of the page. This Registrant will now be added to your basket and also saved in your Account profile for future events.

If you select a Registrant by mistake and you want to change it, you can either click on the conference link at the top of the page or click on the conference item in your shopping basket to the right of the page to load a fresh form.

How to remove Registrants

If you added someone by mistake, click the red 'X' next to the item with their name on it in the shopping basket on the right hand side of the page. Please note you must wait for the page to refresh before taking any further action. This should reduce the items in your basket and the balance to be paid.

Checkout - How to complete your registration

You are **not** registered for the event until you have <u>completed payment</u> and you receive a confirmation email.

1. When you have finished adding all those you wish to register to your registration, click on the 'Checkout' button.
2. The next few pages will contain forms or disclaimers. Please fill these out where applicable and click 'Save and Continue'.
3. Two payment methods are available. You may either pay by card or via PayPal.
4. Follow the instructions to fill in your details and continue to the next page.
5. **Your order will not be processed until you click the 'Process Order' button.** After clicking 'Process Order' button, a message will appear that your order has been processed and you will receive a confirmation email.

Forgotten username/password

You can reset your username by clicking on the '**Forgot Username or Email Address**?' link under the Username or Email Address textbox on the Login page.

You can reset your password by clicking on the '**Forgot Password**?' link under the Password textbox on the Login page.

Enter your username or email address and we will send you your username or a new password.

If you do not receive an email within a few minutes, you should check your spam folders or check that the email address you are using is the same one you originally used when you registered your account. If you have a new email or still cannot login, you will need to contact us (conferences@amanatrust.org.uk).