Instructions for Using the VACo Registration System

Use this link to log in:

https://netforum.avectra.com/eWeb/DynamicPage.aspx?Site=VACo&WebCode=LoginRequired

REGISTERING YOURSELF:

1. <u>Log in with your primary email address</u>. If you receive an error message, call Carol Cameron at 804.343.2507 or send email to ccameron@vaco.org to make sure you have a record in the database. Do not create a new record for yourself without first checking to see if you're already registered. If you forgot your password, you can use the "Forgot Password" link and follow instructions.
2. Once logged in, you will be on the **Welcome** page. Click on Upcoming Events on the left-hand side and click on desired event.
3. <u>PLEASE NOTE</u>: Each event is listed as a separate item, just like online shopping.
4. For example, if you are **registering yourself** for the VACo Annual Conference and you also want to attend the banquet and the VLGMA Luncheon, you would follow these steps:
   a. <u>Click on 2016 VACo Annual Conference</u>. Click on **Register for this Event**.
   b. **Are you registering for Yourself or a Group**? Click on <u>Yourself</u>.
   c. The next screen shows the conference fee. It will auto-select if you are a member or nonmember; click **Next**.
   d. Choose **Registrant Type** from the dropdown list.
   e. In this example, you do wish to attend the banquet so ignore the checkbox at the bottom. Click **Next**.
   f. The next screen allows you to add a guest. If you have a guest, use the dropdown list to choose the number of guests, then follow the prompts. If you have no guest(s), leave it at **0** and click **Next**.
   g. The next page is a summary. If everything looks fine, click **Next**.
   h. The next page says **Online Store** and shows your cart. Click on **Continue Shopping**.
   i. Scroll down until you see **2016 Banquet Dinner at The Omni Homestead** and click on that.
   j. The next screen is the same procedure you followed previously. **Are you registering for Yourself or a Group**? Click on <u>Yourself</u>.
   k. Choose the banquet fee that is appropriate for your circumstances and click **Next**.

l. The next page should auto-fill your name & name badge information. You can make corrections if necessary, then click **Next**.

m. Here you have the option to add a guest, just like before. Follow the prompts.

n. If your banquet is free because you are staying at The Omni Homestead, the next screen will register you when you click **Register Now**.

o. The next screen shows your banquet confirmation. To continue, click on **Go to Online Store**.

p. Scroll down to **2016 VLGMA Luncheon** and follow the same steps as before.

q. After you've added your VLGMA ticket you are back in your cart at the **Online Store** page. Click on **Check Out** and enter your payment information. (NOTE: *Disregard the Apply Discount field – your fee is already discounted if you are a VACo member.)*

r. The last page is your confirmation/receipt. Click on **Printer Version** to print a hard copy.

s. Congratulations! You're finished.

GROUP REGISTRATIONS – This process is somewhat different than individual registrations. Please read through instructions below. Important note – Although rare, some people have tried to register others by clicking on "register yourself" and then just changing the name badge section. On the surface this may seem o.k. but it doesn't work. YOU will be shown as the registrant, as there is no connection to that other person's record and ultimately they will not be shown as having registered at all.

Use the Group Registrations function if you are registering someone OTHER THAN YOURSELF or a group. For example, you work in a county office and you've been asked to register one or more of your board members.

1. Follow the same steps as 1 thru 4-a. above except choose **Group**.

2. If not already auto-filled, enter the name of your county, then click **Next**.
    Note: Use this format – **xxxxxx County**. If you enter County of xxxxxx, the system will not be able to find it.

3. The next page shows the conference fee, click **Next**.

4. The next page shows an alphabetical list of people who are associated with your county. If someone is grayed out, it means they are already registered. Choose the name(s) you wish to register by clicking in the box to the left. To go to the next level in the list, use the page number function which looks like this: Page: **1** 2 3 It's located right above **Badge Name**. *Do not use the Next button to advance the names list – it won't work.*

5. Once you've put check marks in the name or names you wish to register, click **Next**.

6. Choose the Registrant Type from the dropdown list (in this case, choose COUNTY – VACo Member). If your registrant **does not** wish to attend the banquet, click on the box

at the bottom where it states they do not plan to attend, then click **Next**. If they ARE planning to attend, leave it blank.

7. You are now in the cart. Click on Continue Shopping if you need to add a banquet registration for _**one**_ person. **Check Out** if you do not need to add any other event tickets. **NOTE: If you need to register a group of people for the banquet, go to check out and pay for the conference registrations first.** After you get your confirmation/receipt, you can click on **Back to Shopping** at the bottom of the page; choose **2016 Banquet Dinner** from the list in the Online Store. Follow the same steps you did previously.

ADDING GUESTS TO A GROUP REGISTRATION

1. After you've registered a group for the conference, look on the left-hand side of the screen and click on My Events.
2. The **My Events** list will have **Add Guest(s)** out to the right. Click on **Add Guest(s)**, fill in the requested information and follow the prompts as you did previously. For consistency, we ask that you use **GUEST** as the title for each of your guests rather than Spouse or something similar. In the **Registrant Type** drop-down, click on **Guest or Spouse**.
3. Choose **$0** for the Guest Fee and click **Next**.
4. You will see the confirmation page; click **Register Now**. The final screen will show the main registrant's name and the guest registrant. Click on the **Printer Friendly Version** link if you need to print a hard copy of the confirmation/receipt.
5. Remember to go through these steps again if you need to add guests to another event, such as the banquet. Click on **My Events** on the left-hand side of the page to get back to that list.

Virginia Association of Counties