

# Online Group Registration for ULI Events

For staff use only

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## Before you begin, here are some FAQs to get started:

What are the pre-processing requirements?

- The individual coordinating the registration(s) and the potential registrant(s) must have an [online account](#) in our processing system.

*What if the customer is not sure the status of their online account or anyone else involved in group registration?*

- Check with or ask them to check in with [customerservice@uli.org](mailto:customerservice@uli.org)

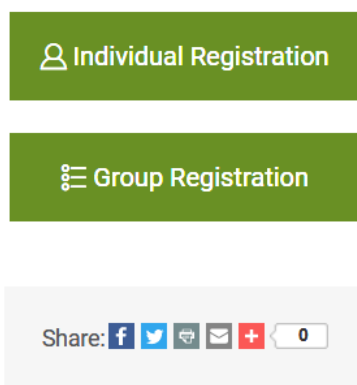
What else do they need to be aware of, so individuals processing events don't have to abandon or troubleshoot the process?

- There is no membership requirement for an online account. Any nonmember can attend a ULI event as long as registration is open to nonmembers.
- One's email address on file is the both the username for their online account AND the search criteria when creating the group registration.

## How to process the online group registration?

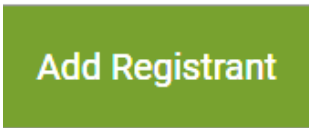
### Step 1

*Sign in through the event registration link Or start with searching our entire event listing [here](#). Click the **Group Registration** button*



## Step 2

Start adding your registrant(s)



A pop-up window will appear. Find and select names based on their email address associated with their online account. Address and name are autopopulated.

Registrant Information

Email:  clear

Record not found? Create one [HERE](#)

Registrant name:

Registrant address:

Required

## Step 3

Select the registration option that appears under the **Event Fees** section

# Event Fees

<input checked="" type="checkbox"/>	Event Type	Currency	Price
<input checked="" type="checkbox"/>	Registration Type		Registration Pricing

#### Step 4

Click the **"Add Another Registrant"** button in order to repeat the process for the rest of the group. Note: you will not see the list of added attendees until you click **"Save and Review Group."**

**Add Another Registrant**

**OR**

Click the **"Save and Review Group"** button to see the list of all added registrants

**Save and Review Group**

The group details will appear under the **"Group Registrants"** section. Please note to remove a registrant, you need to click the "x" next to the name of the registrant.

## Registrant Information

ULI BC: A Conversation with Minister David Eby

Start date: 3/12/2020

End date: 3/12/2020

Group creator: Bank CDA

Currency:

Required

Group Registrants



Registrant	Email	Org	Badge	Total
<input checked="" type="checkbox"/> Frimpong Mame	mame.frimpong@uli.org	Urban Land Institute	Mame	160.00

Add Registrant

Add to Cart

### Step 5

When you are ready to proceed to payment, click the "Add to Cart" button

Add to Cart

## Step 6

Review your **Shopping Cart total**, apply any eligible discount or promo codes then click the **Check-Out button** to proceed.

# Shopping Cart

Shopping Cart | View

Check-Out

Line Items								
Quantity	Item	Price	Tax	Discount	Net total	Paid Amount	Balance Due	
1.0	81572016 Non-Member Registration CAD	160.00	8.00	0.00	168.00	0.00	168.00	

## Cart Total

Subtotal: 160.00  
Total discount: 0.00  
Total tax: 8.00  
Total shipping: 0.00  
Net total: 168.00  
Total paid: 0.00  
Balance due: 168.00

## Discounts

Discount code:

Apply

Source code:

Apply

Discounts applied:

FOR