RGVBF Registration Instructions for Groups
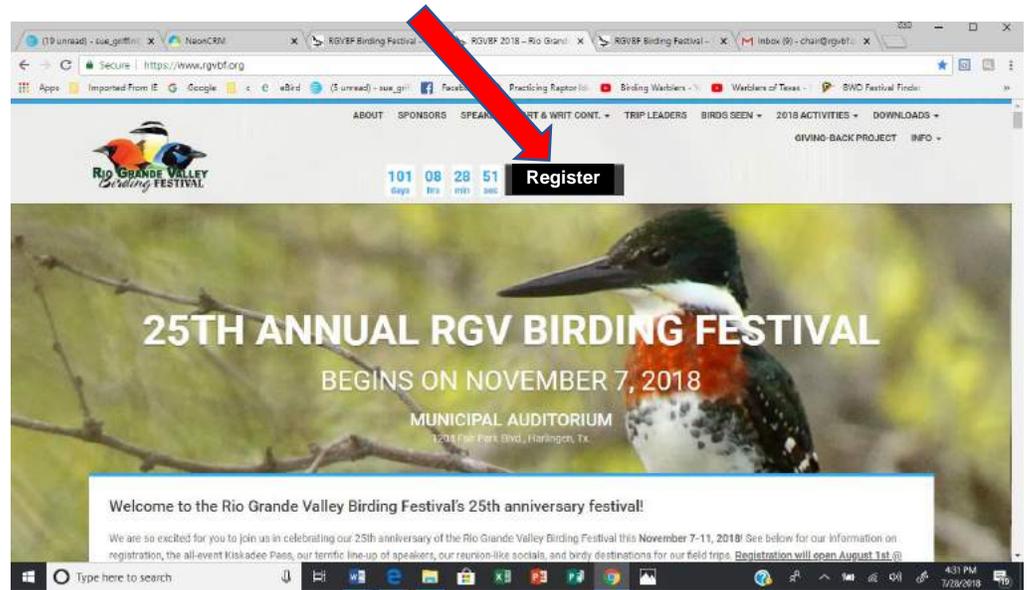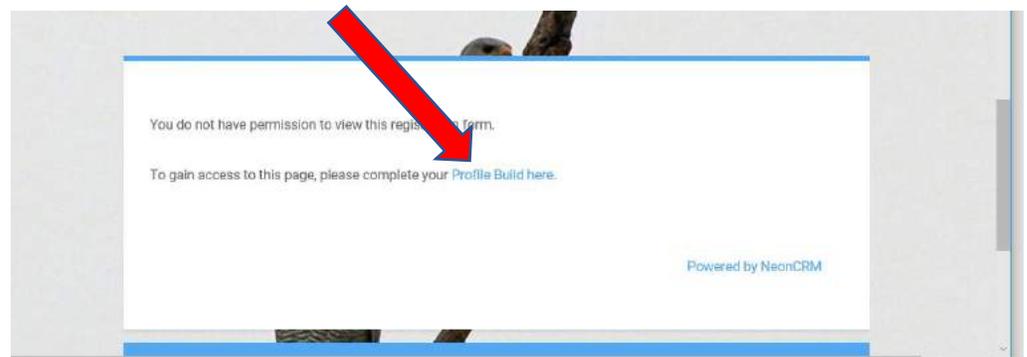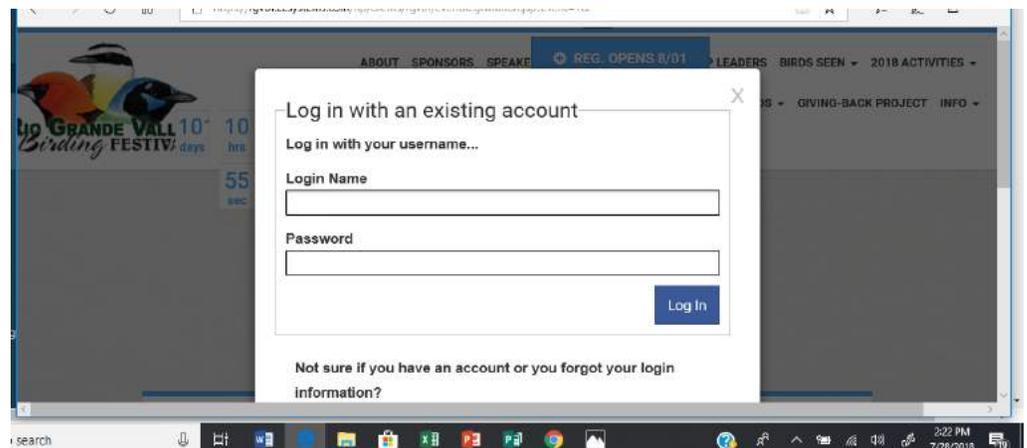
1.   Press Register Button

If you have not built a profile, you will see this screen. Click on "Profile Build here" and you will be redirected to the correct screen. Follow instructions in the How to Build Your Profile document

If you have built your profile, this Screen will appear. Use your Login Name and password you set up during your Profile Build.

This screen will appear, change the number to the number in your group and press the "Continue" button.

The default is Same Household. Leave it.

This screen will appear.

You must choose one of the two types of registration, with or without a Kiskadee pass.

Kiskadee pass is for admission to all seminars and Keynotes.

Continue to scroll through the list of field trips. They are listed in chorological order by date and time. Be careful to choose only one per day, except afternoon PhotoTrack or Parrot trips
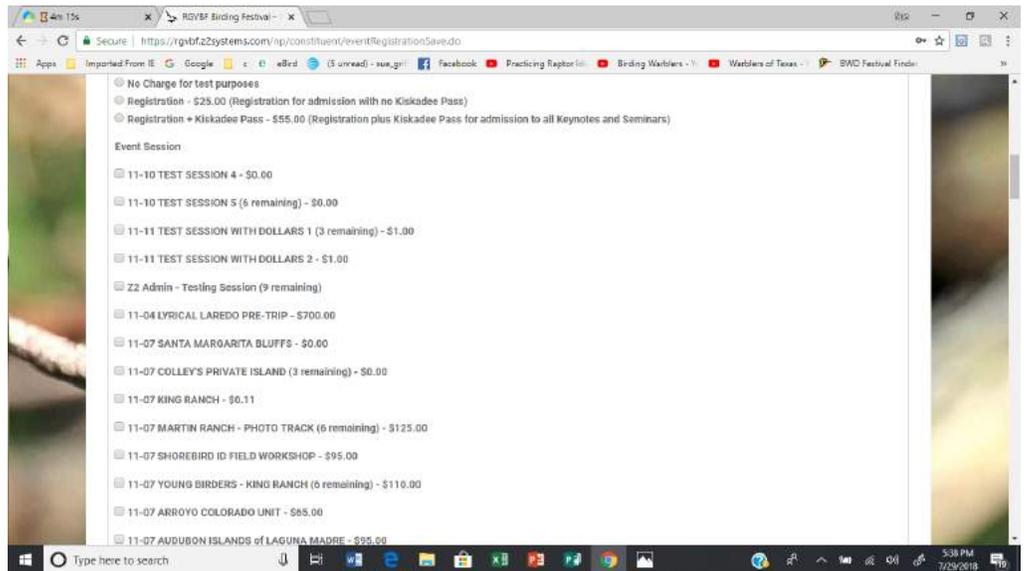
Continue to scroll and choose trips. When you reach the end of your trips, The screen for the next Attendee will appear until you have chosen trips for all Attendees
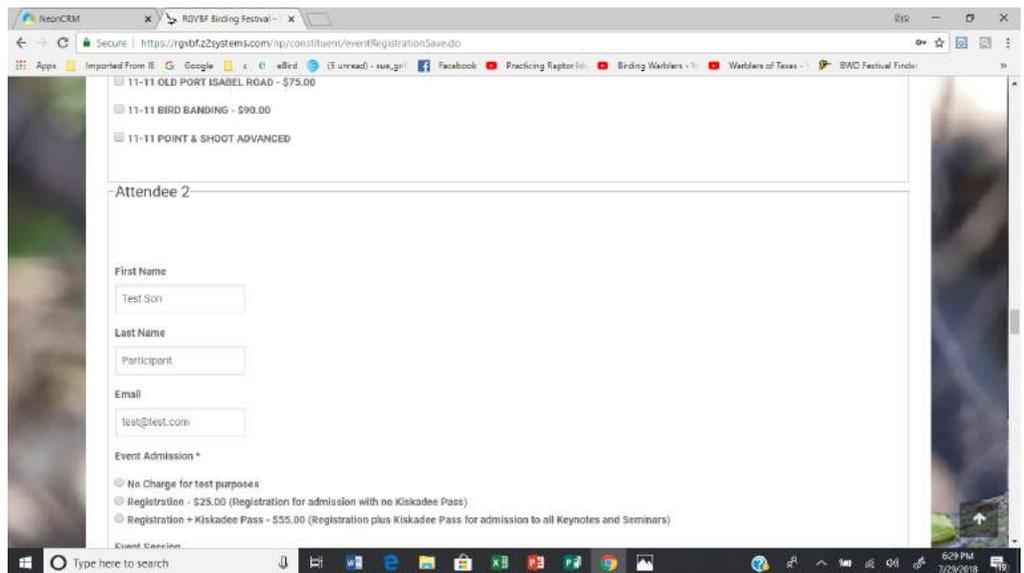
Continue to scroll and choose trips. When you reach the end click the Continue button.
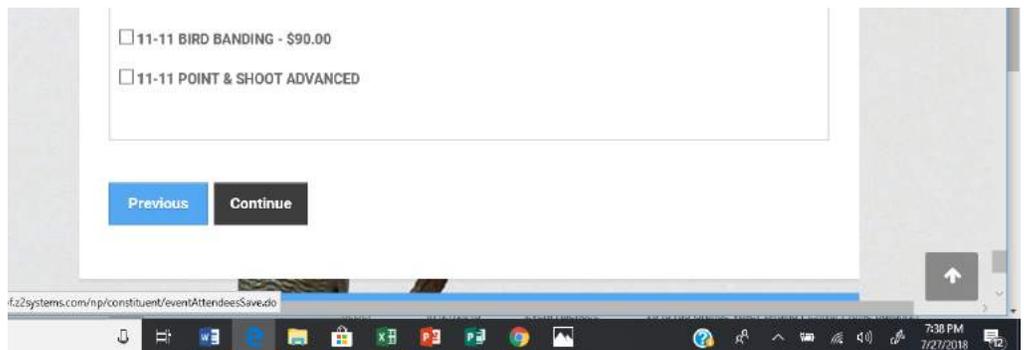
Your Event Registration Summary will appear. Check your information to make sure you have chosen the field trips you wanted for all your group members. Scroll to the bottom, if you need to go back to change anything, click the Previous button. If everything is correct, Click the Complete Registration button. Don't forget to donate for our Giving Back conservation program.

Enter the amount of your Giving Back Conservation donation

The credit card screens will appear.

When complete, click the Submit button. Be sure to follow the instructions and click this only once.

You will see this screen and will receive an email. Depending on the number of people registering at the same time, the email may take up to ½ hour. Each participant will receive an email.