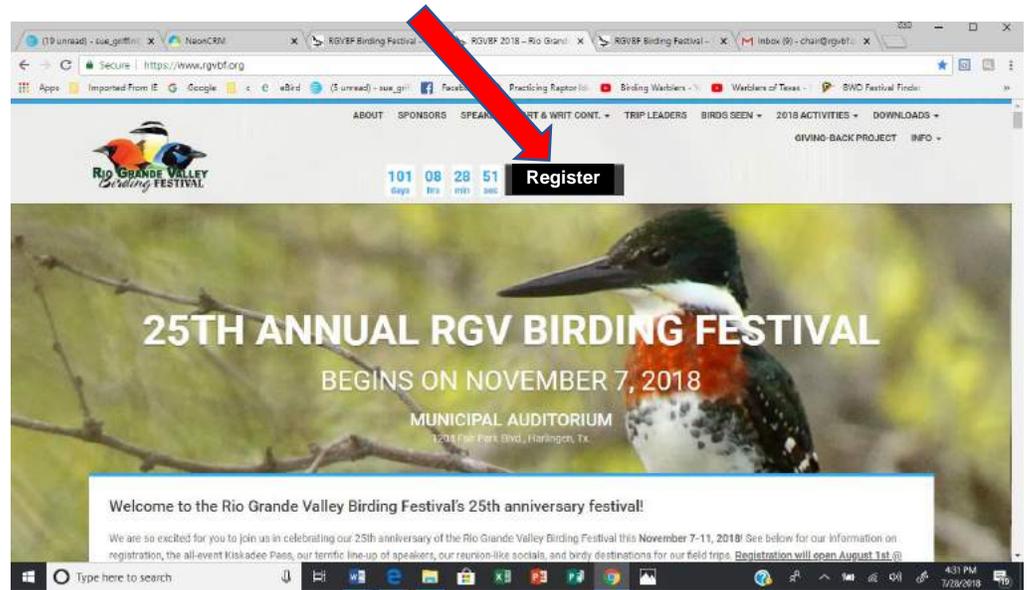
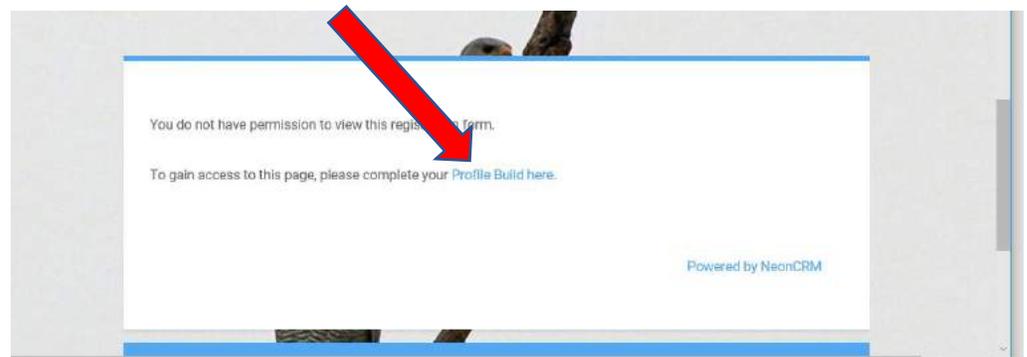


RGVBF Registration Instructions for Groups

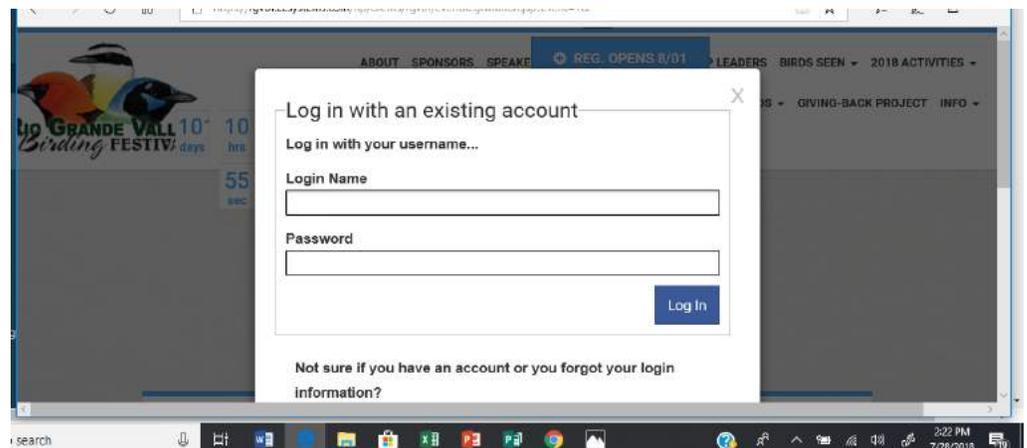
1. Press Register Button



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.

Welcome Test Participant (Account# 5167)

What would you like to do?

Event Registration

2018 Rio Grande Valley Birding Festival Registration
11/07/2018 - 11/11/2018
If there are less than 10 seats remaining, balance will show.

Number of Attendees: *

Include myself as an attendee:

Relation of Registrant to Attendees:

Same Household

Previous Continue

The default is Same Household. Leave it.

This screen will appear.

Welcome Test Participant (Account# 5167)

What would you like to do?

2018 Rio Grande Valley Birding Festival Registration
11/07/2018 - 11/11/2018

Attendee 1

First Name
Test

Last Name
Participant

Email
chair@rgvbf.org

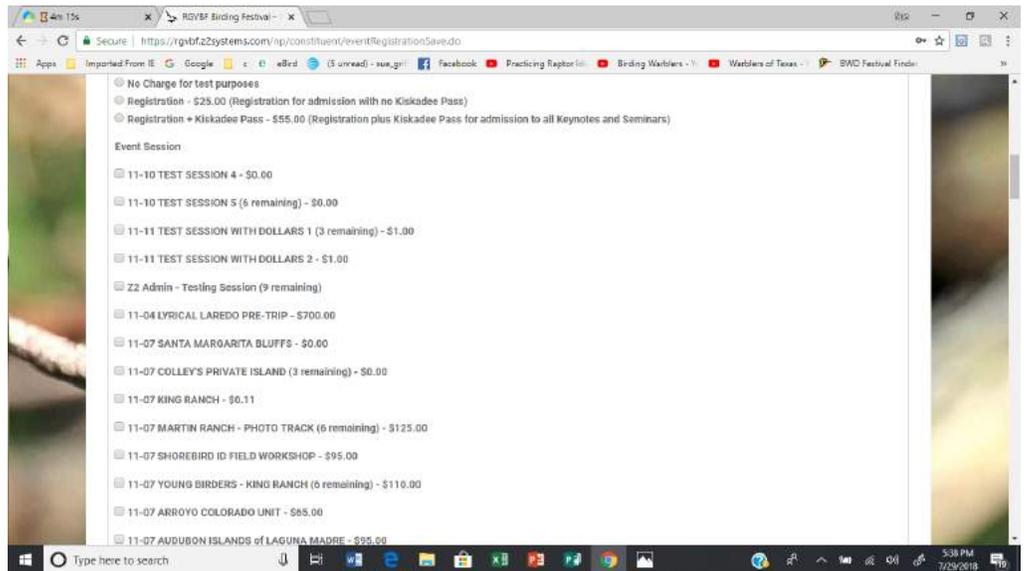
Event Admission *

Registration - \$25.00 (Registration for admission with no Kiskadee Pass)

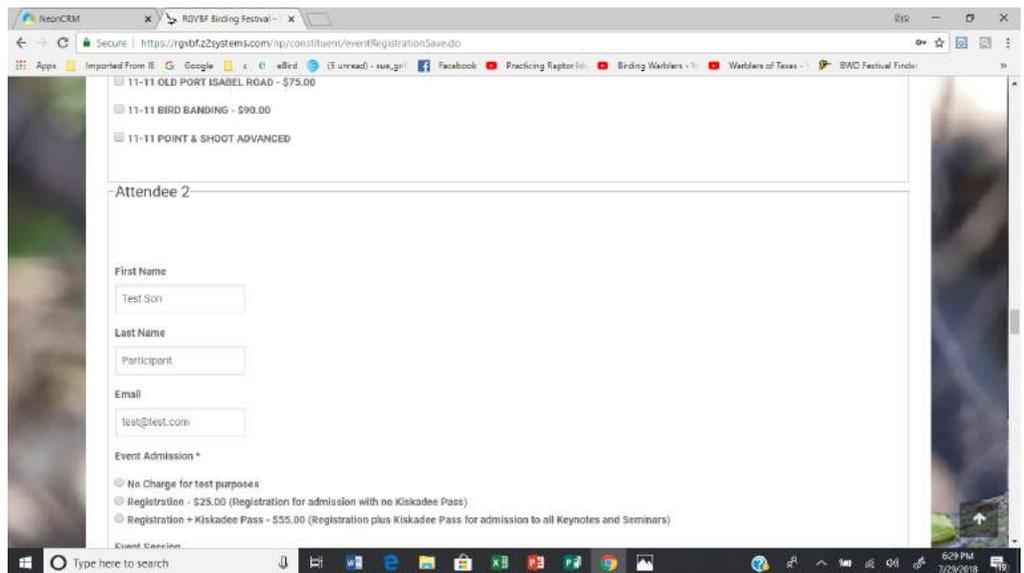
Registration + Kiskadee Pass - \$55.00 (Registration plus Kiskadee Pass for admission to all Keynotes and Seminars)

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.

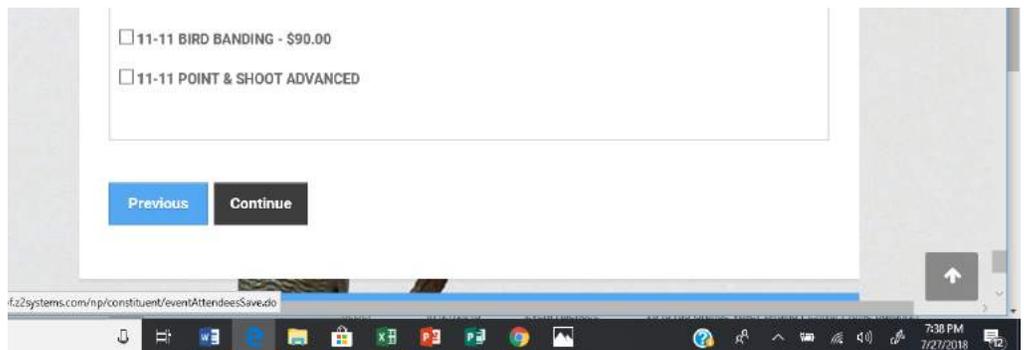
Continue to scroll through the list of field trips. They are listed in chronological order by date and time. Be careful to choose only one per day, except afternoon PhotoTrack or Parrot trips



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.

The screenshot shows the 'Event Registration Summary' page for the '2018 Rio Grande Valley Birding Festival Registration' (11/07/2018 - 11/11/2018). It lists two attendees: 'Attendee 1: Test Participant' and 'Attendee 2: Test Son Participant', both with 'No Charge for test purposes' tickets. A table below shows session details for each. At the bottom, there is a section for a 'Giving Back conservation program' donation, with a text input field containing '\$10.00'. A red callout box with the text 'Enter the amount of your Giving Back Conservation donation' has an arrow pointing to this input field. 'Previous' and 'Complete Registration' buttons are visible below the donation field.

Attendee	Admission	Amount
Attendee 1: Test Participant	Ticket: No Charge for test purposes	Free
	Session: 11-10 TEST SESSION 5 (11/11/2018 06:00 AM - 07:00 PM)	Free
Attendee 2: Test Son Participant	Ticket: No Charge for test purposes	Free
	Session: 11-10 TEST SESSION 4 (11/10/2018 09:00 AM - 04:00 PM)	Free

The credit card screens will appear.

The screenshot shows the 'Credit Card' payment screen. It displays 'Payment method: Credit Card' with logos for American Express, Discover, MasterCard, and Visa. A message states 'You will be charged \$57.00'. A dropdown menu at the top right asks 'What would you like to do?'. The Windows taskbar at the bottom shows the time as 2:41 PM on 7/28/2018.

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

The screenshot shows the final payment confirmation screen. It features a 'Previous' and 'Submit' button. A red note reads: 'NOTE: Please only click the 'Submit' button once. Your payment may take time to process.' Below the buttons is a 'Secured by' logo with a 'click to verify' link. The Windows taskbar at the bottom shows the time as 2:42 PM on 7/28/2018.

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.

