



# College Prep Conference & College Fair Online Registration

# **Register 1-9 individuals, single payment**

(Best for families with multiple participants)

Participate as an individual

## 1. Select the total number of students and parents

| Join as an individual  |             |         |        |          |
|--|-------------|---------|--------|----------|
| REGISTRATION TYPE  | SALES END   | PRICE   | FEE    | QUANTITY |
| Student Registration<br>Select total number of students in this<br>registration.                                 | Aug 3, 2014 | \$15.00 | \$0.00 | 0 🗸      |
| Parent/Adult Registration<br>For adults planning to attend. NOTE: 8th<br>graders MUST be accompanied by an adult | Aug 9, 2014 | \$15.00 | \$0.00 | 0 🗸      |

#### 2. Click Register

a. If paying by cash or check in the CLD office OR companies being invoiced:i. Click "Show other payment options"

 $\rightarrow$ 



3. You will be given 60 minutes to register, before your reservation is released to others.

|   | Registration Info | ormation   |                                      |
|---|-------------------|--|--------------------------------------|
| đ | 59:46             | Please complete registration within 60:00 minutes.<br>After 60:00 minutes, the reservation we're holding will be released to others. | Organizer                            |
| l |                   | Paler 00.00 minutes, lie reservation were motung will be released to others.   | Center for Leadership<br>Development |

Buyer Information: Name of individual making payment

Registration: Student Information

4. Click PAY NOW Pay Now

Your registration is complete! Look for confirmation and more details on the event.





# Want to form a group?

# (Best for large groups *i.e.* community groups, schools churches etc.)

Individuals creating groups are considered Group Leader/Manager. Group Leaders may choose to register all participants at once and/or issue a group password for members to register individually. Manage your group by personalizing your group page, inviting attendees, messaging group members and MORE!

1. Click Create a Group. You must sign up for Eventbrite using your email or Facebook.



2. Once your group is created, Group Leaders must create the group and password. Group leaders are responsible for distributing passwords to group members registering individually.

| Your g | roup has been created  | x |
|--------|--|---|
| Ψ      | CLD-Young Leaders<br>7th Annual College Prep Conference & College Fair (#CPCBlueprint)<br>Saturday, August 9, 2014 |   |
|        | Be the first to register for your group, or register someone else.   |   |
|        | Register No thanks   |   |

## Register

Group Manager may choose to register for the event and/or register group members. If registering now, proceed with instructions below.

- 3. Select the total number of students and parents prepared to register in one setting (0 OR 10+)
- 4. Click Register
  - a. If paying by cash or check in the CLD office OR companies being invoiced:
    - i. Click "Show other payment options"
- 5. You will be given 60 minutes to register, before your reservation is released to others.

Buyer Information: Name of individual making payment

Pay Now

**Registration**: Student Information

6. Click PAY NOW

Your registration is complete! Look for confirmation and more details on the event.





# Need to become a member of a group?

## (Best for large groups with non-related members *i.e.* community groups, schools churches etc.).

Must be an existing group for this year's event, created by an Eventbrite account holder. GROUP MEMBERS MUST HAVE GROUP PASSWORD FROM GROUP LEADER

| 🕂 Join a group | <b>→</b> |  |
|----------------|----------|--|
|                |          |  |

## 1. Enter existing group name and password

| Join a group   |  |
|--|--|
|  |  |
| CLD-Young Leaders<br>Looks like this group requires a password to join, or find another group. |  |
| Enter Group Password Join  |  |

2. Select the total number of students and adults

| Join Test  |             |         |        |          |
|--|-------------|---------|--------|----------|
| REGISTRATION TYPE  | SALES END   | PRICE   | FEE    | QUANTITY |
| GROUP: Student Registration<br>Select total number of students in this<br>registration (Group total min of 10). All<br>participant information is required prior to<br>submission. Group leaders may log back in to<br>update group information. NOTE: 8th graders<br>MUST be accompanied by an adult. | Aug 3, 2014 | \$10.00 | \$0.00 | 0 🗸      |
| GROUP: Parent/Adult Registration<br>For adults planning to attend. NOTE: 8th<br>graders MUST be accompanied by an adult  | Aug 9, 2014 | \$10.00 | \$0.00 | 0 🗸      |
| GROUP-Additional Member (student)<br>Available for individuals with pass codes to<br>"Join a Group"  | Aug 9, 2014 | \$10.00 | \$0.00 | 0 🗸      |

- 3. Click Register
  - a. If paying by cash or check in the CLD office OR companies being invoiced:i. Click "Show other payment options"
- 4. You will be given 60 minutes to register, before your reservation is released to others.

Buyer Information: Name of individual making payment

Registration: Student Information

5. 5. Click PAY NOW Pay Now

Your registration is complete! Look for confirmation and more details on the event.