Registering for **Family Weekend in Cvent**

Those of you who have attended Family Weekend in the past may notice that we have a new registration system, called Cvent. This system works a little bit differently than the shopping-cart based system we have had in the past. In order to have a smooth registration process, please take a few minutes to review this guide.

**The top three things to know about our new registration system are:**

1. **There are two different types of event attendees – the Primary Registrant and Additional Attendees (Guests).**

   If you are the person taking primary responsibility for the family registration, (perhaps because you’re the owner of the credit card) then congratulations, you are the **Primary Registrant**! Your Family Weekend purchases will be filed under your name and email address.

   Other people in your group, including your student(s), spouse or partner, siblings, grandparents, friends, etc. are considered **Additional Attendees, or Guests**. There are a few items in the registration that require individual purchase or RSVP, such as t-shirts, or Reynolds Gymnasium passes. After you have completed registering yourself and buying event tickets for your entire group, you will have an opportunity to add each attendee and make individual selections for them.

2. **There are two different types of selections to make – Individual Selections and Group Ticket Purchases.**

   In the Cvent system, an attendee’s **Individual Selections** are always made before purchasing quantity items (like **Group Tickets**). So if you’re the **Primary Registrant**, you have many choices to make, beginning with your personal **Individual Selections**. If you are wondering why you cannot order Gymnasium passes or T-shirts for others in your group, please know that you will have a chance to do this after completing the **Group Ticket** process.

   The good news is after the **Primary Registrant** has done the heavy lifting of buying for the whole family, the process of adding **Additional Attendees** and making selections for them is quick and easy!

3. **The Family Registration Fee is required, remember to check the box!**

   This item appears at the top of the **Group Ticket Purchases** section. If you are having trouble moving to the next screen, it may be because you have not checked the box.
Registering for **Family Weekend** in **Cvent**: Step by Step

**FYI:**

You can save your order at any time in the process if you need to take a break.

1. Start by entering the name and email address of the **Primary Registrant**. This is the person who will make **Group Ticket Purchases** and whose name will appear on the ticket order.

2. Answer registration questions, enter billing information, and agree to **Terms & Conditions**.
3. Make Individual Selections for yourself, the Primary Registrant. You might choose a weekend pass to Reynolds Gymnasium, to attend the OPCD Internship Workshop, or maybe order yourself some apparel. **Do not worry about ordering a size on this screen, we will be doing that shortly.**

4. Now scroll down to make Group Ticket Purchases. Be sure to check the box for the Family Registration Fee or you will be unable to move past this screen. Keep scrolling to Join the Deacon Club (optional) and order tickets to the football game, the Family Weekend Tailgate, and more!

**FYI:**

You will be able to come back and make adjustments to your ticket order until September 28. After that, items are non-refundable.
5. You were probably wondering when you would request a size for your individual apparel order (if applicable). After finishing your Group Ticket Purchases, you will have a chance to select a size.

**FYI:**

The deadline for apparel pre-order is October 2. While we will likely have some long and short-sleeve t-shirts for sale during the weekend, Hoodies are only available by pre-order.

6. Now we will add Additional Attendees.
FYI:

For each individual apparel selection, you will be allowed to select a size on the next screen.

7. Almost finished! Review your order and the Individual Selections for each Additional Attendee. Please note that only one individual displays at a time, and all Group Ticket Purchases will display under the name of the Primary Attendee. To view an individual’s selections, click the name. To make changes, click “Edit”.

FYI:

If you return to your order later to make changes, remember all Group Ticket Purchases must be changed under the Primary Registrant name.
8. Finally, review your selections one more time and scroll down to make your payment.

You will receive an email confirmation detailing your purchases and payment amount. Keep this email in a safe place, because your order will have a **confirmation number** that will be needed to access it for any future changes.

**Thanks for registering for Family Weekend 2017. We look forward to meeting you this fall!**