

## 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:**

- ❶ **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.

- ❷ **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!

- ❸ **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:**

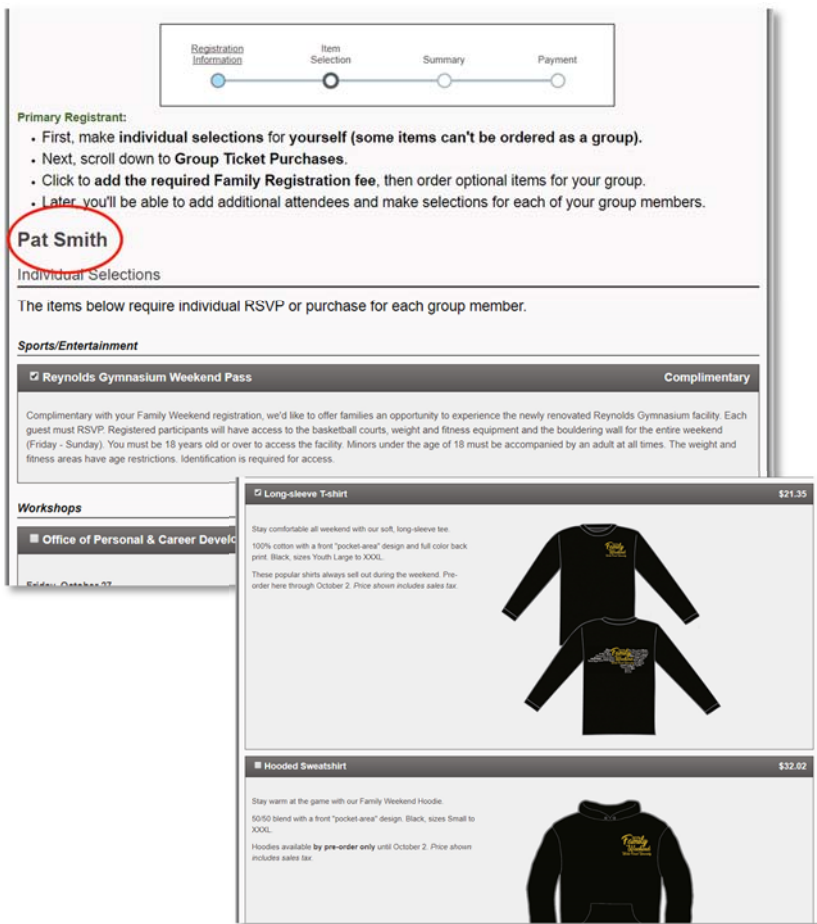
You can save your order at any time in the process if you need to take a break.

The screenshot shows the 'Family Weekend Registration and Tickets' form. The section is titled 'Enter Primary Registrant:'. Below the title, it says 'Enter the name and email address of the person responsible for paying registration and ticket costs. (Additional attendees, including your student, will be added later.)'. The form has a 'Primary Registrant' header and several input fields: '\*First Name: Pat', '\*Last Name: Smith', '\*Email Address: pat.smith@mail.com', and '\*Re-enter Email Address: pat.smith@mail.com'. There is a checkbox for 'Already Registered?' and 'Cancel' and 'Next >' buttons. The Cvent logo and copyright information are at the bottom.

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.

The screenshot shows the registration form with three sections: 'Registration Details', 'Billing Information', and 'Terms & Conditions'.  
1. 'Registration Details' includes a progress bar at the top. It asks 'What year is your student in academic year 2017-18?' with radio button options: First Year, Sophomore, Junior, Senior, Graduate Student, and Multiple students, multiple years.  
2. 'Billing Information' includes a 'Cell phone' field (555-555-5555) and a 'Billing Address' section with fields for Country (USA), Address (123 Maple Street), City (Townville), State/Province (North Carolina), and ZIP/Postal Code (00000).  
3. 'Terms & Conditions' includes a list of terms and a checkbox for 'I have read and agree to the above terms.' The terms include: 'The Family Registration fee covers all attendees in your party, including your student.', 'Students will need tickets to attend some events with the family. Look for this icon to identify those events.', and 'All items purchased through this website will be ready for pickup in the Benson Center: Friday, October 27 9:00 AM - 7:00 PM, Saturday, October 28 9:00 AM - 12:00 PM. Items will not be available for pickup on the Family Weekend with student ID.'  
Buttons for 'Cancel', 'Save', and 'Continue' are at the bottom.

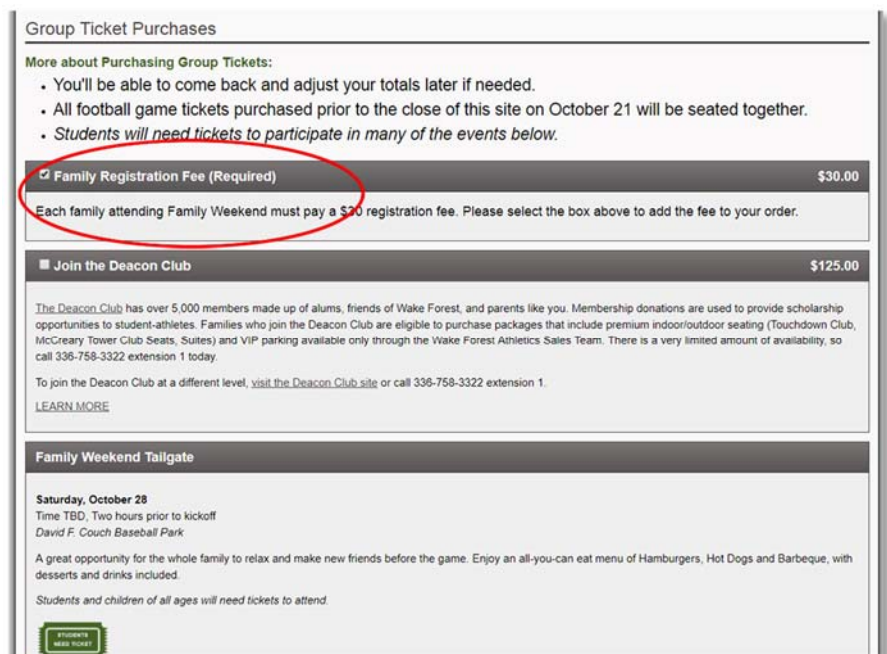


3. Make **Individual Selections** for yourself, the **Primary Registrant**. You might choose a weekend pass to Reynolds Gymnasium, to attend the OPCD Internship Workshop, or maybe order yourself some apparel. **\*\*Do not worry about ordering a size on this screen, we will be doing that shortly.**

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.**




Please select a size for the apparel order below.

Pat Smith

Long-sleeve T-shirt

Stay comfortable all weekend with our soft, long-sleeve tee. 100% cotton with a front "pocket-area" design and full color back print. Black, sizes Youth Large to XXXL. These popular shirts always sell out during the weekend. Pre-order here through October 2. Price shown includes sales tax.



\*Please select a size:

◀ Previous   Cancel   Save   Continue

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**.

Additional Attendees

Add Other Group Members:  
(Including your student.)

*No need to enter the primary registrant's name again!*

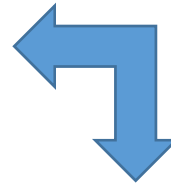
**After adding an additional attendee:**

- Complete individual selections, if desired.
- Click "Next".
- Select apparel size(s), if applicable.

You have **not** added any additional attendees.

**Add Attendee**

◀ Previous   Cancel



Additional Attendees

Add Other Group Members:  
(Including your student.)

*No need to enter the primary registrant's name again!*

**After adding an additional attendee:**

- Complete individual selections, if desired.
- Click "Next".
- Select apparel size(s), if applicable.

\*First Name:

\*Last Name:

Cancel   Save   Continue

Primary Registrant:

- First, make **individual selections for yourself** (some items can't be ordered as a group).
- Next, scroll down to **Group Ticket Purchases**.
- Click to **add the required Family Registration fee**, then order optional items for your group.
- Later, you'll be able to add additional attendees and make selections for each of your group members.

**Lee Smith**

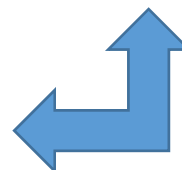
Individual Selections

The items below require individual RSVP or purchase for each group member.

Sports/Entertainment

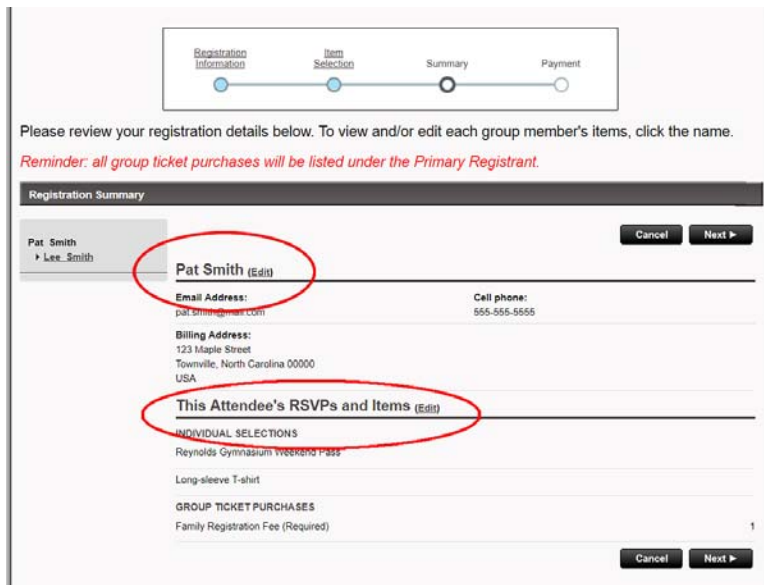
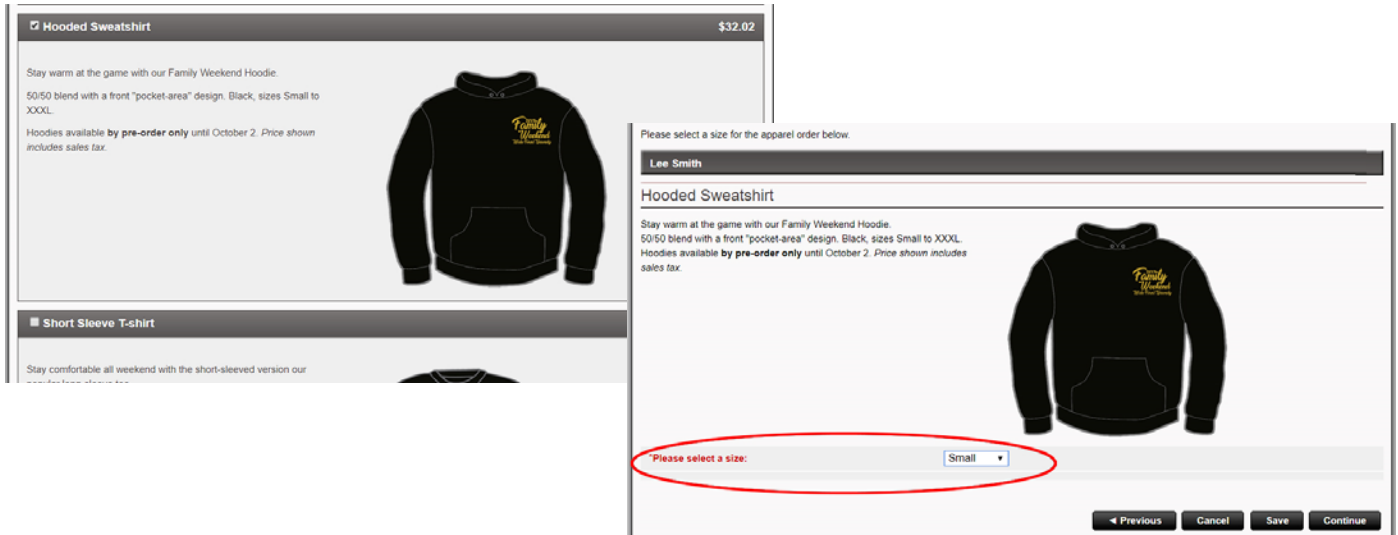
Reynolds Gymnasium Weekend Pass Complimentary

Complimentary with your Family Weekend registration, we'd like to offer families an opportunity to experience the newly renovated Reynolds Gymnasium facility. Each guest must RSVP. Registered participants will have access to the basketball courts, weight and fitness equipment and the bounding wall for the entire weekend (Friday - Sunday). You must be 18 years old or over to access the facility. Minors under the age of 18 must be accompanied by an adult at all times. The weight and fitness areas have age restrictions. Identification is required for access.



**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.**

**ORDERS**

**Pat Smith**  
Individual Selections

Name	Price	Total
Reynolds Gymnasium Weekend Pass	Complimentary	Complimentary
Long-sleeve T-shirt	\$20.00	\$20.00

Group Ticket Purchases

Name	Price	Total
Family Registration Fee (Required)	\$30.00	\$30.00
Order Subtotal:		\$50.00

**Lee Smith (Attendee)**  
Individual Selections

Name	Price	Total
Reynolds Gymnasium Weekend Pass	Complimentary	Complimentary
Hooded Sweatshirt	\$30.00	\$30.00
Order Subtotal:		\$30.00
NC Sales Tax (T2):		\$3.38
<b>Total:</b>		<b>\$83.38</b>

Payment Method

Credit Card - Enter your information in the section below.


Payment Information

Credit Card Payment: \$83.38

\*Name on Card:

\*Type:

\*Credit Card Number:



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!**