Online Registration Part 3: Managing Payments

This guide will help you understand the various ways to collect and manage payments associated with online registration. Please be sure to first review the Program Settings Guide and Program Settings Tips & Tricks. These guides will help you decide if your organization will use Alternative Payments or not. This guide will be split into two parts. The first part relates to managing payments when an attendee registered themselves. The second part relates to managing payments when an attendee was registered by your organization staff.

Part 1: Managing Payments for Attendees who Self-Register Online

STEP 1: View Event Roster to Check Payment Status

1. Click **PAID** to view information about the payment that was made including date and method of payment. If Alternate Payments is disabled for your organization all attendees should be marked Paid in order to be on the roster.
2. If you see **ENTER PAYMENT** your organization has Alternate Payments enabled and the attendee was able to register completely but is still unpaid.

1. Click **ENTER PAYMENT** to view the above payment window for a registrant.
2. Click **PAY INVOICE** if your organization has elected to accept credit card information over the phone as a form of Alternative Payment. You will be taken to another screen to process the payment.
3. If entering a payment by Check, Cash, or Money Order fill out each field and click **SUBMIT**.

Part 2: Managing Payments for Attendees Registered by Organization Staff

STEP 1: Add Attendee to Roster by Registry ID

Active Roster
Removed Attendees (0)   +Attendee   **1**

Add Attendee

2 METHOD 1: Locate Registry Account

┌─ A. By Registry ID ─────────────┐   ┌─ C. Advanced Search ─────────────┐
  Enter Registry ID   Search by name, email address, or city

  [   ]   [   ]

  [Locate »]   [Search »]
└──────────────────────────────────┘   └────────────────────────────────────┘

┌─ B. By SSN and Birth Date ──────┐
  Last 5 Digits of SSN

  [   ]

  Birth Date

  [▼] [▼] , [▼]

  [Locate »]
└──────────────────────────────────┘

1. From the event roster click **+ATTENDEE**
2. Use **only** Method 1 for locating a Registry Account. Enter the information in box A, B, or C then click **LOCATE** or **SEARCH** for that box.

   Please Note: *You should not use Method 2 for adding an attendee by name only. A Registry Account is quick and free to make. They do not need to apply for a Registry Membership.*

STEP 2a: Pay by Credit Card

Select Payment Option

① Different payment options may affect how this registration is completed.
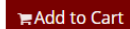
○ **Pay Online/Credit Card**

Paying online enables the ability to purchase multiple event registrations in a single transaction.

○ **Pay by Check or Money Order**

Payment must be received within three days of the registration deadline. Send check or money order to:

The Registry, Inc.
Attn: Ashley Salzwedel
2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719

②

🛒Add to Cart

1. Select **PAY ONLINE/CREDIT CARD**
2. Click **ADD TO CART** complete check out process from your cart with credit card information.

STEP 2b: Enter Alternate Payment

Select Payment Option

Different payment options may affect how this registration is completed.

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2 Complete Registration

1. Select **PAY BY CHECK OR MONEY ORDER**
2. Click **COMPLETE REGISTRATION** complete the registration and add the attendee to the event roster.
3. Complete steps in Part 1 Step 2 of this guide to enter the Alternative Payment received to the attendee.