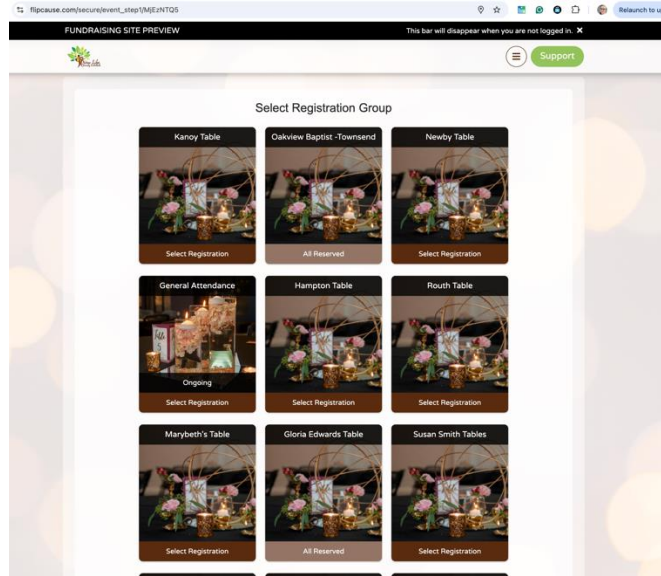
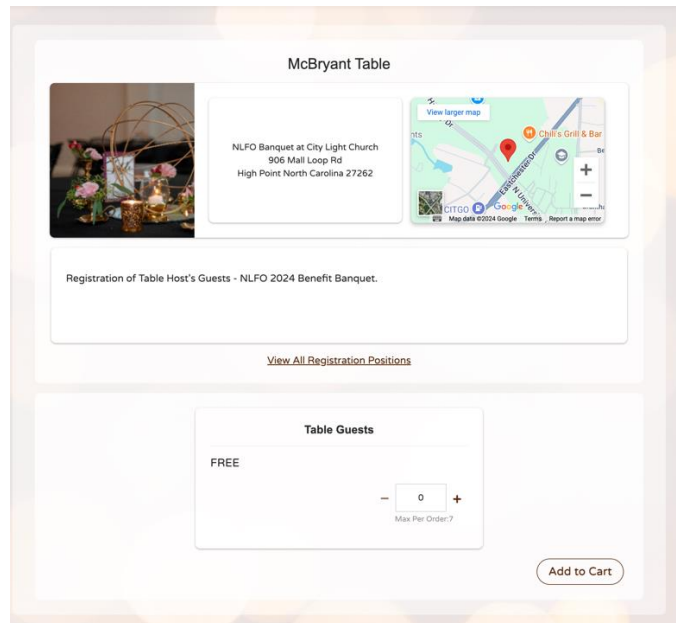


Step by Step Registering Multiple Guests

Step 1: Select your table or if you are not affiliated with a table, select “General Attendance”.



Step 2: Select how many guests you have information for. (It will ask for names and emails)



Step by Step Registering Multiple Guests

Step 3: Put in formation for the 1st Guest you have information for – yours or another guest. (Only name and email is required) The next page will ask for the information of other guests.

The screenshot shows a registration form titled "Contact Info" with a progress bar at the top indicating the current step. The progress bar has three stages: "Your Cart" (checked), "Contact Info" (current), and "Checkout". A timer in the top right corner shows 19:26. The form includes radio buttons for "Individual" (selected) and "Business". Fields for "First Name*" (John), "Last Name*" (Doe), "Email*", "Address Line 1", "Address Line 2", "City", "State/Province", "Postal Code", and "Country" (United States) are present. Below the form is an "Options" section with a checkbox for "Make this activity anonymous" and a text area for "Public Message of Support".

Step 4: Continue through the prompts and enter your guests information.

The screenshot shows a registration form titled "Additional Information for Your Registration(s)". At the top, it says "You have 2 items in your cart! Your current order total is \$0.00." and has a "Continue Browsing" button. The progress bar shows "Your Cart" (checked), "Contact Info" (current), and "Checkout". A timer shows 18:52. The form is for "2 X McBryant Table - Table Guests". It contains two sections, "Information for Table Guests - 1" and "Information for Table Guests - 2", each with a "Participant Details" sub-section. Each sub-section has fields for "First Name*", "Last Name*", and "Email*".

Step by Step Registering Multiple Guests

Step 5: The Final page will ask you to “Finish” the Check out. Once you ‘check out’ emails will be sent to your guest with confirmation. If you choose to just use your own email you will be the only one receiving those confirmation emails. Make sure to follow up with Guests.

The screenshot shows a checkout review page. At the top, there is a progress bar with three steps: 'Your Cart' (checked), 'Contact Info' (checked), and 'Checkout' (not checked). A timer indicates '18:26 Until your session expires.' Below the progress bar is a 'Review' section with a search bar containing 'Benefit Banquet 2024'. A table lists the items:

ITEM	PRICE	QUANTITY	TODAY'S TOTAL
McBryant Table - Table Guests	0.00	2	\$0.00
TODAY'S SUBTOTAL			\$0.00
TOTAL CHARGED			\$0.00
Total Maximum Tax Deductible Amount			\$0.00

Below the table, there is a checkbox for 'Add me to the mailing list.' and a CAPTCHA box with the text 'I'm not a robot' and the HCAPTCHA logo. At the bottom left is a 'Go Back' link, and at the bottom right is a 'Finish' button and a 'Terms and Privacy' link.

Please contact Melissa at :mel.mcbryant@newlifehighpoint.org or call 336-887-2232 if you encounter any problems or need additional help.