GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

HOME PAGE – SIGN INSTRUCTIONS

Group Registration Portal Sign In

Please sign into the Group Registration Portal with your account email address and password.

If you have not yet created an account, please click on the **'Create New Account'** button.

Sign in

Email Address	
Password	

Sign in

New Account

Create New Account

CLICK on the **Create New Account**, if first time logging in.
If you have already created your account, log in using your Email address and Password created by you.

GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

CREATE A NEW ACCOUNT PAGE

Once in the **Create New Account**, complete the sections below and Click on **Create New Account**.

Create New Account

Email Address	
Confirm Email Address	
Password	
Confirm Password	

[Create New Account] [Back To Login]

GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

GROUP COORDINATOR DETAILS TAB

Once you create your account, you will notice a new tab: **Group Coordinator Details** appear.

The Group Coordinator role is for the person who will be responsible for managing the group.

The Group Coordinator will be the only person who can log in and edit people in the group.

Home   Group Coordinator Details   Sign off

Home

Welcome to the Group Registration Portal

Using this portal you will be able to register, view and manage multiple registrations for this event.

If this is your first time using the Group Registration Portal, you will need to **create a Group Coordinator** on the Group Coodinator Details Tab before you can proceed.

By using this portal you will also be able to print reports on the registered group for registration.

If you require assistance using the Group Registration Portal, please contact the PHAA Events Team, events@phaa.net.au or 02 6285 2373.

GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

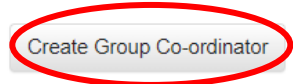## GROUP COORDINATOR DETAILS TAB - continued

Enter and create the Group Co-ordinator details by enter Contact Details.

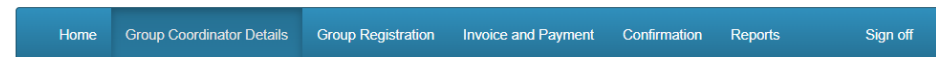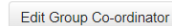| Home	Group Coordinator Details		Sign off

Group Coordinator Details

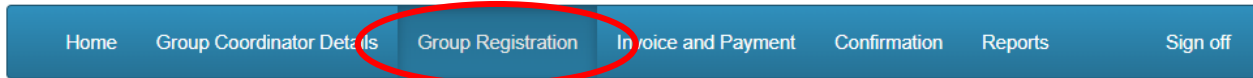If you have not yet entered the details for your Group Coordinator - click on the **Create Group Coordinator** button.

If you have already created your Group Coordinator, you can edit the details at any time by clicking on the Edit Group Coordinator button.

Create Group Co-ordinator

Contact Details

* Title	* First Name
* Last Name	* Organization
* Email Address	* Verify Email Address
* Mobile	

Primary Address

Line 1	Address City
Address Country ⌄	Address State
Address Postcode	

Home	Group Coordinator Details	Group Registration	Invoice and Payment	Confirmation	Reports	Sign off

Group Coordinator Details

If you have not yet entered the details for your Group Coordinator - click on the **Create Group Coordinator** button.

If you have already created your Group Coordinator, you can edit the details at any time by clicking on the Edit Group Coordinator button.

First Name	Lou
Last Name	Chi
Organization	Def
Address	27 Bavin Street
City	Curtin
State	ACT
Postcode	2605
Country	Australia
Phone	
Email	lou.chi@phaa.net.au

Edit Group Co-ordinator

GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

GROUP REGISTRATION

Under the **Group Registration Tab,** you have several options of how you can register a person to your Group.

1. You click on the **Register** button and register them yourself.
2. You can click on the **Email Registration Link** button and a pop-up window will appear. The email is auto-filled to send so they can complete.
3. You can click on the **Add another Person** button at the bottom left of the page.
4. OR follow Step 1 and Step 2 – Step 1. download the contact form template, enter all your groups details. Step 2. Click on the Step 2 button and upload the contact form.

GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

ONCE REGISTERED

As the Group coordinator you can log in and update your group registrations.
You can edit registrations or cancel registrations.

Home	Group Coordinator Details	Group Registration	Invoice and Payment	Confirmation	Reports	Sign off
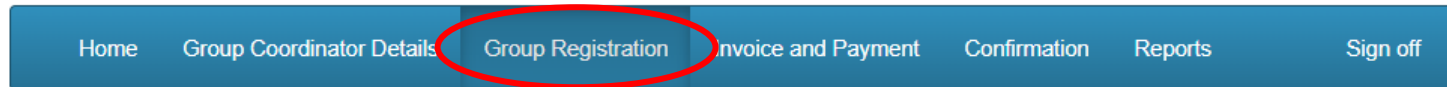
Group Details

On this page you can view and manage all of the attendees that are registered as part of your group.
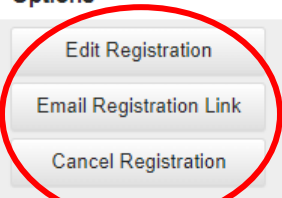 a) Adding a person individually, click on the button "*add another Person*" button.

  b) Adding multiple people to the group, click on the the buttons step 1 then step 2.

   Step 1. enter details on the spreasheet form and save to your desktop.

   Step 2. upload the spreadsheet into the system, click browse and select your saved form
  c) Need to edit or cancel a registraiton, click the relevant button pertaining to that person.

Name	Email	Status	Options
Winter, Mandy	mwinter@phaa.net.au	Registered	Edit Registration / Email Registration Link / Cancel Registration

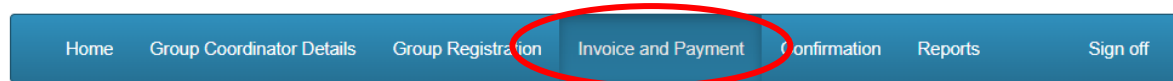Add another Person   Step 2. Upload Contact Form   Step 1. Contact Form

GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

INVOICE AND PAYMENT TAB

You can make payments and print out tax invoices on this page.

Please note: Invoices cannot be changed once produced. New or cancelled registrations will automatically produce a new invoice or credit note.

If you require changes to a raised invoice, please contact events@phaa.net.au
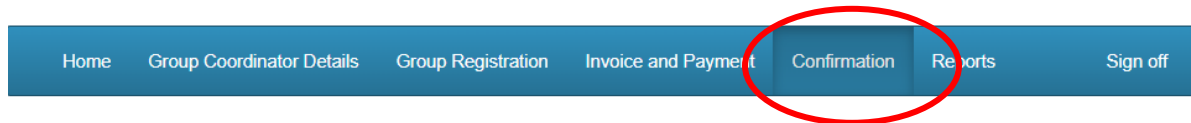
GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

CONFIRMATION TAB

You can resend confirmation of registration emails to your group at any time.
Pick who you want the confirmation email to be sent to by ticking the box to the left of the person's name;
Click on the **Resend Confirmation** button;
Email confirmation is resent.

GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

REPORTS

To help keep track of your registrations you can create a report.

Click on the **View** button to generate a PDF report of who is registered from your group.
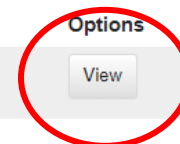
Home	Group Coordinator Details	Group Registration	Invoice and Payment	Confirmation	Reports	Sign off
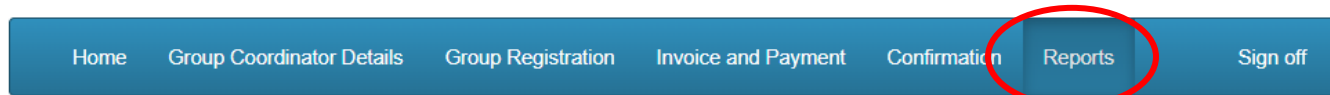
Reports

To view the registration report please click on the **View** button below.

Report	Options
Registration List by Attendee	View

Example of report;

REGISTRATION LIST BY ATTENDEE
PHAA APPS CLONING

ID Name	Organization	Registration Type	Preferred Name	Tickets Status	Amt Req	Amt O/S Comment
1 Winter, Mrs Mandy	PHAA	test	Mrs Mandy Winter	1 Inclusive	0.00	0.00
			Total:	**1**	**0.00**	**0.00**