

Instructions for Group Event Registration for ASDA Chapters

ASDA has designated chapter delegates and chapter administrators as those who have access to the Group Event Registration tool through the Chapter Portal at www.ASDAnet.org. This will allow you to register everyone from your chapter who will be attending any ASDA meeting.

Quick Tips:

1. If you have individual credit cards to pay for registration, you have to register and pay for each person individually. You will not be able to pay with separate cards if you add all attendees at once.
2. Be sure you have all the required information from attendees including emergency contact name and phone number, dietary restrictions/food allergies and roommate preference.
3. Please do not hesitate to contact [Kelsey Hays](mailto:Kelsey.Hays@ASDAnet.org) by e-mail or 312-440-2845 with any questions or issues.

Getting Started

Log into the [ASDA website](http://www.ASDAnet.org) with your personal username and password (Can't remember? Contact Membership@ASDAnet.org). Click "View my Account" under the welcome text. You will be presented with a menu of options similar to the screen below. These options may vary based on your chapter position.



<i>Chapter Portal</i>	<i>Join/Renew Your Membership</i>
<i>Manage Account</i>	<i>Online Store</i>
<i>Donate to ASDA</i>	<i>Log Off</i>
<i>Return to ASDA's Home Page</i>	

Next, click on "Chapter Portal" and select the event you are registering for.

Step 1: Add Attendees

The people listed include current members, potential members and past members who haven't graduated. The **green +** button next to the member's name means that the student can be registered. Once clicked, the system will bring the member's name into the box to the right. It calculates the amount due when you select a package. The **orange arrow** button reminds you who has already been added to the cart. The **blue \$** button represents members who have already registered. You can remove a member by clicking the **red X** circle button in the right-hand box.

Select the package type for each attendee from the drop down menu, and then **click Register**.

Step 2: Add Attendee Emergency Contact Info, Dietary and Roommates

For each attendee, you must include an emergency contact name and phone number, dietary restrictions or food allergies and, if the person is registered for the hotel package, a roommate preference. Attendees are paired with other attendees of the same gender. When finished, **click Submit**.

Step 3: Payment

The final step is to pay so that the registration is complete. You can remove a member by clicking the **red X** circle button in the right-hand box. Select "Pay by Check" if you wish to mail a check, or select "Pay by Credit Card".

If you are paying by check, print the confirmation page and mail that with the check to the ASDA office at 211 E. Chicago Ave., Suite 700, Chicago, IL, 60611.

When you pay by credit card, you can click the icon to the left of the name in order to populate that person's billing address in the payment section. Click Submit to complete the payment. Print the receipt for your records.