

TIPS for using RegOnline – The New NAYDO Online Registration Program For 2012 Conference

If you have any difficulty with online registration, contact the NAYDO Office at 504-464-7845

Email Address will always be linked to an attendee's personal information for years to come; however, if your email address changes the only ramification will be that it is not recognized by the system and you must re-enter all personal information.

Looking for \$100 deposit or auto charge in January option? You will not find them listed in same way you are used to but both do exist in new program.

To make a deposit of \$100 instead of paying in full, on checkout page when full fee appears in box, manually change it to \$100.

For auto-charge in January, there is no place to indicate this but everyone who pays by credit card will receive an email near year end regarding options for payment of your balance and auto-charge will be one of those options.

Definition of an Individual Registration: One person registers creating their own user name and password pays only for himself or herself (\$100 deposit or in full) and receives confirmation receipt directly.

*****If you are processing the registration for this person, you can list yourself as the person making reservations on their behalf and receive a copy of the auto-generated confirmation receipt.*

Definition of Group Registration: Multiple attendees are registered by one person at the same time with one payment (\$100 deposits for each or payment in full) combining all of their registration fees.

Confirmation receipt is sent to first person registered in the group for the entire group.

*****If you are processing registrations for others, you can list yourself as the person making reservations on behalf of other attendees and receive a copy of the auto-generated confirmation receipt.*

If you want each attendee to receive their own confirmation you should register each person with their own user name and password and make an individual payment for each one – do NOT register as a GROUP. However you will not be able to view all of your registrations together if you choose this option.

Registering Spaces When Name is Not Yet Confirmed

(All names must be confirmed by January 31st registration deadline if you want to retain the space)

1. This is only possible when registering a group of at least 2 attendees and the group must have at least one person who is confirmed and that person must be registered as the FIRST PERSON in the group with their own email address.
2. How do I classify a space without a name?

For the space without a name you will be required to classify that space as being for a VOLUNTEER or a STAFF person. If unsure classify as VOLUNTEER.

3. What name do you use for the space you are holding?

first name should be: Volunteer One or Staff One
Last name should be: Name of your Y or city Y is in
Email Address should be:

VolunteerOneYMCAname@naydo.org

StaffOneYMCAname@naydo.org

Examples: VolunteerOneNewYork@naydo.org

StaffOneNewYork@naydo.org

If you have a second staff or volunteer, simply change name to Staff Two or Volunteer Two and continue with that numbering system.

4. What other contact information do I use?

Fill in the real Association name and postal address as well as phone even if you may need to change it to a branch name etc. later.

******You should identify yourself as the person making reservations on behalf of other attendees (there is a place to indicate this) and you will receive a copy of the auto-generated receipt. The NAYDO Office will view you as person responsible for converting the space being held to the real attendee's name by the January 31, 2011 registration deadline.**