

# 1 Introduction

This document is designed to step you through the registration process from logging in through to printing your invoice.

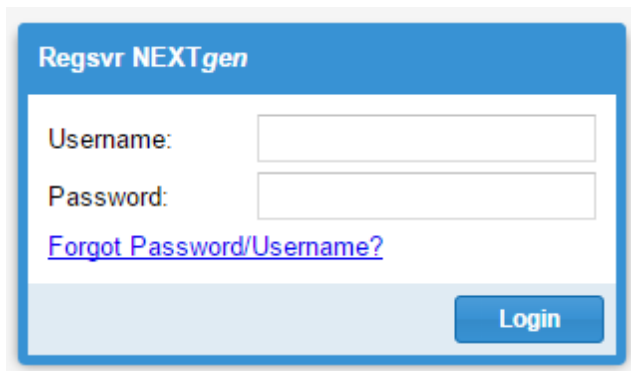
To continue, you will need your username and password provided to you by your Conference Administrator.

**Your Registration Starts Here:**

<http://nextgen.pixelpointllc.com/>

## 1.1 Logging In

Login with your username and password. If you are not sure of your login, you can click "Forgot Password/Username?" for help.



The image shows a login form titled "Regsvr NEXTgen". It contains two input fields: "Username:" and "Password:". Below the password field is a blue hyperlink that reads "Forgot Password/Username?". At the bottom right of the form is a blue button labeled "Login".

## 1.2 Home

From your home screen you can access any current or upcoming registrations (Current Events) and any current or past invoices (Invoices).

### **Change Username/Password/Email**

If you need to change your username, password, or email addresses, click on the blue button with your name on the top right, and select My Profile.

### **Accessing All Of Your Groups**

If you have more than one group you are registering, you can select your other groups from the group drop down at the top.

### **Access Your Registrations**

To start your registration - click "Register". Once you submit your registration, you can also access your invoice from here.

The screenshot shows the 'Regsvr.NET NEXTgen' application interface. At the top, there is a green header with the application name and a user profile dropdown showing 'test'. Below the header, a 'Group' dropdown is set to 'Test High School' with a 'Refresh' button. The main content area is titled 'Test High School' and displays the following information:

- Name: Test High School
- Organization: Schools
- Address: 100 Beach St.  
Bennington, CA 55555
- Phone Number: 555-555-5555
- Fax Number: 555-555-6666

Below this information, there are two tabs: 'Current Events' (selected) and 'Invoices'. Under the 'Current Events' tab, a card for 'Demo Conference' is displayed. The card includes the following details:

- TEST LOCATION
- 5/1/2017 - 5/3/2017
- Deadline: 4/1/2017 12:00:00 AM (CDT-0500)
- Status: Not Started
- Register button

## 1.3 My Profile

From the "My Profile" window, you can change your username, name, and password. You can also add multiple email addresses.\

The screenshot shows the 'My Profile' window. It has a blue header with the title 'My Profile'. Below the header, there are three navigation buttons: 'Profile' (selected), 'Email', and 'Access'. To the right of these buttons are two action buttons: 'Edit' and 'Change Password'. The main content area displays the following user information:

- Username: test
- Name: Test User

A 'Close' button is located at the bottom right of the window.

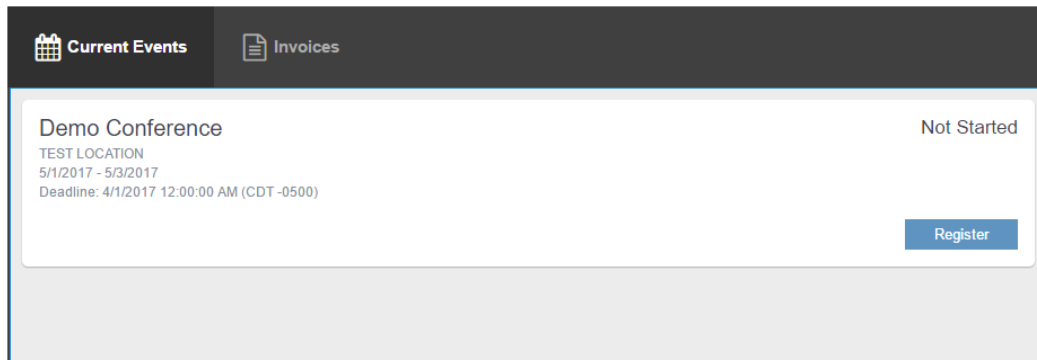
## 2 Registration

Registration is broken down into steps.

All of your changes are saved automatically. You can complete your registration all at once or enter some information and then return later to finish.

### 2.1 Starting A Registration

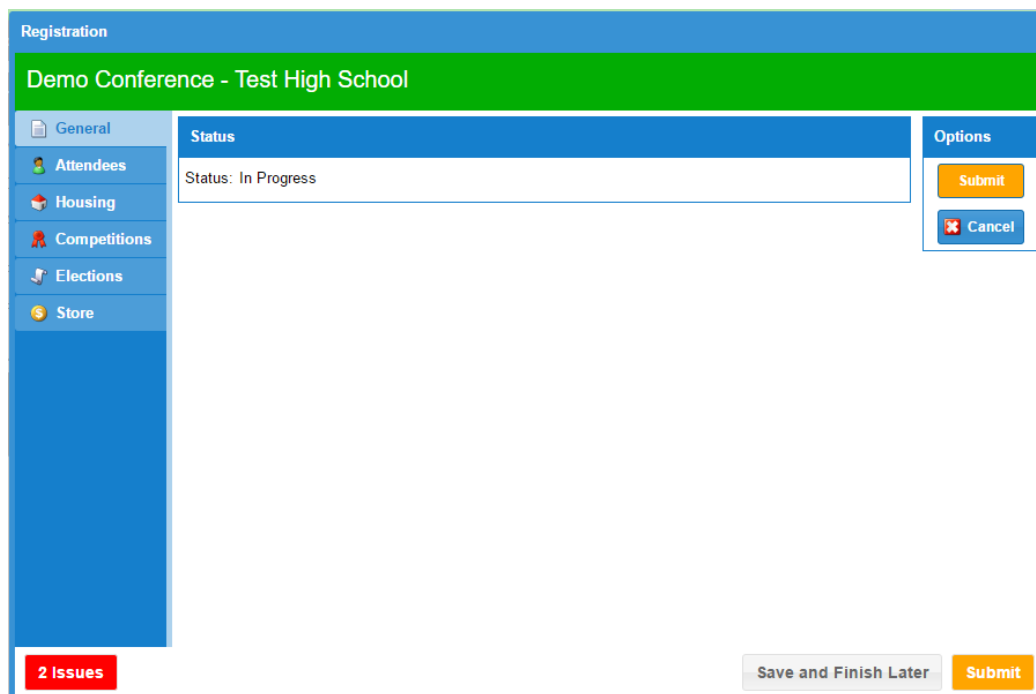
Click "Register" to start your registration.



### 2.2 General

#### Registration Home:

From here you can access each part of your registration, view issues, Submit when finished, and if necessary Cancel your registration.



### Issues

From any part of your registration, the colored "Issues" button will be visible to you. The button is color coded and tells you the number of issues on the button. Click for more information.

Colors:

- **Red:** At least one critical issue was detected that requires your attention before you can submit.
- **Orange:** At least one warning issue was detected that you should review before submitting, however, it will not keep you from submitting.
- **Green:** No Issues were found, you are good to go!

The issue window will give you more detailed information as well as which part of your registration the issue is in.

The screenshot shows a web application interface for registration. A modal window titled "Issues" is open, displaying a table with two rows of issues. The background interface shows a sidebar with navigation options: General, Attendees, Housing, Competition, Elections, and Store. At the bottom of the main interface, there is a red button labeled "2 Issues", a "Save and Finish Later" button, and a "Submit" button. The modal window has a "Close" button at the bottom right and an "Options" panel on the right with "Submit" and "Cancel" buttons.

Severity	Module	Issue
Warning	Registration	We expect to find at least one Chaperone in your registration. When you submit, you will need to provide a reason why there is no Chaperone in your registration.
Critical	Housing	No check in/out option selected.

## 2.3 Attendees

Here you can add all of your attendees.

**To Add:** Click the Add Button

**To Edit:** Double click one of your attendees

The screenshot shows the 'Attendees' section of the registration system. The interface includes a sidebar with navigation options: General, Attendees, Housing, Competitions, Elections, and Store. The main content area displays a list of attendees with the following details:

Name	Classification
Bennett, Susan Female; Grade: N/A Shirt Size: M	Chaperone
Brown, Mark Male; Grade: N/A Shirt Size: L	Chaperone
Brown, Sherry Female; Grade: 9 Shirt Size: M	Student
Jones, Jason Male; Grade: 11 Shirt Size: L	Student

At the bottom of the list, there is a red '1 Issue' notification, a 'Save and Finish Later' button, and a yellow 'Submit' button.

The screenshot shows the 'Edit Attendee' form for John Smith. The form is divided into several sections:

- General:** First Name: John, Last Name: Smith, Sex: Male (dropdown), Classification: Student (dropdown), Grade: 10 (dropdown).
- More Info:** Shirt Size: S (dropdown).
- Special Needs:** Handicap:  Deaf, Dietary:  Vegetarian.

At the bottom of the form, there are 'Cancel', 'Delete', and 'Save' buttons. The background shows the same sidebar and attendee list as the previous screenshot, with the '1 Issue' notification and 'Save and Finish Later'/'Submit' buttons visible.

## 2.4 Housing

### Waiting For Rooms:

All of your attendees start in this top section.

### Assigning Rooms:

Drag the attendees to "New Room" or any existing room to move them around. As you move your mouse to a room, the room will turn Green. Once you're ready to "drop" your attendees in the room, let go of your mouse button and the attendees will be assigned to the room.

To move more than one at a time, hold the "Ctrl" key while clicking attendees and you can select more than one.

The screenshot shows the 'Registration' software interface for a 'Demo Conference - Test High School'. The interface has a blue sidebar on the left with navigation options: General, Attendees, Housing (selected), Competitions, Elections, and Store. The main area is divided into sections. At the top, there's a green header with the conference name. Below it, a 'Check In/Out' field shows '[Standard: 5/1-5/3]'. The 'Waiting For Rooms (4 Attendees)' section contains four attendee cards: Jane Smith, Mark Brown, Susan Bennett, and Sherry Brown. The 'New Room' section is a green area with a checkmark and the name 'Jane Smith'. Below that, the 'Room 3851 (2 Attendees)' section contains two attendee cards: John Smith and Jason Jones. At the bottom left, there's a red '1 Issue' button. At the bottom right, there are 'Save and Finish Later' and 'Submit' buttons.

**Issues:**

If there is a problem with a room, you will see a Red or Orange message on the room.

Registration

Demo Conference - Test High School

Check in/Out: [Standard: 5/1-5/3]

Waiting For Rooms (1 Attendee)

Sherry Brown

Room 3851 (2 Attendees)

John Smith Jason Jones

Room 3852 (1 Attendee)

Students cannot have single rooms.

Jane Smith

Room 3853 (1 Attendee)

Susan

Room 3854 (1 Attendee)

Mark

2 Issues

Save and Finish Later Submit

**Single Student Rooms**

By policy, students cannot hold a single room. If you have a situation where a single student of a given gender ends up in a single room, consider arranging to share rooms with another school.

- Students in a single room will show up red with an error showing this is not allowed.
- Students in a single room with a request to share with another school will show orange as a warning showing this is allowed but if the share is not successfully completed, your student will not be able to attend.

For other situations where a student needs special accommodations, please refer to conference guidelines.

**Room Sharing:**

Room sharing allows you a way to reduce your bill by sharing your room with another school. If your room share request is approved and joined with another school, your final room price will be based on the total number of attendees in that room, same as if all of the students were your own. Note: Room shares are approved AFTER you submit your registration. Your first invoice will show the higher amount. Room shares are requests and not guaranteed. Both schools must request to share with each other and the join must be possible (same gender attendees, final room size within the allowed range).

1. Click "Add Room Share" button at the top
2. Select the room number you want to share.
3. Select the other school you want to share with.
4. Add some notes at the bottom such as the other schools attendee names or anything else you feel would be helpful.

Note: If you are doing a 3-way room share (3 or 4 schools are coming together to share a single room), make sure to add ALL schools you are sharing this room with. That way we have your approval to share your room with the other schools. We can't join rooms unless all Advisors approve sharing with each other.

The screenshot displays the 'Registration' interface for a 'Test Event - Test Chapter'. The left sidebar contains navigation tabs: General, Attendees, Housing, Competitions, Store, and Final Questions. The main content area shows a 'Check In/Out: [Standard: 3/23-3/25]' and an 'Add Room Share' button. Below this, there are sections for 'Waiting For Rooms (0 Attendees)' and 'New Room'. A room list shows 'Room 4052 (3 Attendees)' and 'Room 4053 (1 Attendee)'. A red warning message states 'Students cannot have single rooms without sharing.' A modal window titled 'Add New Room Share Request' is open, showing a dropdown for 'RID: 4053', a dropdown for 'Share With: Washington High School', and a text field for 'Notes: Sharing with a single female student from Washington HS'. The modal has 'Cancel' and 'Save' buttons. At the bottom of the interface, there are buttons for '2 Issues', '0 Adjustments', 'Save and Finish Later', and 'Submit'.



## 2.5 Competitions

### Adding Entries

Add - Select the event and click "Add" (You don't have to click the event first, but it does make it easier)

**Tip:** Click "Add" to create a registration for each Individual or Team. Once you've added the one Individual or Team, click OK and then click Add to create another.

Edit - Click the "Edit" button next to the registration you wish to edit.

The screenshot shows the 'Registration' interface for the 'Demo Conference - Test High School'. The interface includes a sidebar with navigation options: General, Attendees, Housing, Competitions (selected), Elections, and Store. The main content area displays a table of registered entries for the 'Competitions' category. The table has columns for Name, Group, and Registered, with an 'Add' button and 'View By' options (Event, Attendee) at the top. Each row includes an 'Edit' button. At the bottom, there are 'No Issues', 'Save and Finish Later', and 'Submit' buttons.

Name ↑	Group ↑	Registered	
Accounting	State	#11593: Sherry Brown	Edit
Community Service Project	State	#11594: Group Entry	Edit
Introduction to Business	State		
Marketing	State	#11595: Jason Jones, John Smith	Edit
Word Processing	State	#11596: Jane Smith	Edit

### Add/Edit Screen

The top of the screen lists any rules and restrictions for the entry you are adding/editing. To select competitors, select the attendees on the left and click the bottom arrows to move them to the "Assigned" box.

**Tip:** Remember, if you are trying to add more than one individual entry or more than one team entry, setup your first entry, click Save, then click Add to start a new entry.

Registration

Demo Co

General

Attendees

Housing

Competition

Elections

Store

### Edit Competition Registration

Competition

Event: Marketing

Type: Individual/Team

Team Size: 1-2

Grade Restriction: 9-12

Registration

Available	Navigation	Assigned
Bennett, Susan (N/A)	<<	Jones, Jason (11)
Brown, Mark (N/A)	<	Smith, John (10)
Brown, Sherry (9)	>	
Smith, Jane (9)	>>	

Cancel Delete Save

No Issues Save and Finish Later Submit

Attendee

Edit

Edit

Edit

Edit

## 2.6 Store

All items available in the store are listed here. Simply select how many of each item you want (0 if you do not want any).

The screenshot shows a web interface for a registration system. At the top, there is a blue header with the text "Registration" and a green sub-header with "Demo Conference - Test High School". Below this is a navigation menu on the left with options: General, Attendees, Housing, Competitions, Elections, and Store. The "Store" option is selected. The main content area is a table with the following data:

Item	Unit Price	Qty	Total	
Awards Session DVD Full Awards Session to have for years to come!	\$20.00	-	\$0.00	<a href="#">Edit</a>
Event Backpack Backpack with conference logo!	\$25.00	3	\$75.00	<a href="#">Edit</a>
			\$75.00	

At the bottom of the interface, there is a green button labeled "No Issues" on the left, and two buttons on the right: "Save and Finish Later" (disabled) and "Submit" (active).

## 2.7 Submit/Invoice

Once you are finished and ready to submit, make sure you don't have any outstanding Issues (on the left) and then click Submit (on the right).

This is a close-up of the bottom navigation bar from the previous screenshot. It features a green button labeled "No Issues" on the left, and two buttons on the right: "Save and Finish Later" (disabled) and "Submit" (active).

Once submitted, you will be on the invoice screen. You can return to print your invoice at any time.

### 3 After You Submit

#### 3.1 Invoice

Click "Print" to download your invoice as a PDF.

The screenshot shows a registration confirmation window titled "Registration" for "Demo Conference - Test High School". A green banner at the top says "Registration Submitted!". Below this is a table with registration details:

Status
Status: Submitted
Submitted On: 1/3/2017 10:04:44 PM (CST -0600)
Submitted By: Test User
Attendees: 6
Grand Total: \$1,475.00

To the right of the table is an "Options" panel with three buttons: "Open/Edit", "Cancel", and "Print". Below the table is an "Instructions" section with the text: "Please send your payment to: John Smith, Treasurer, Test Org, 555 Bennings St., Brownsville, CA 55555". At the bottom left is a green "No Issues" button, and at the bottom right is a "Close" button.

#### 3.2 Returning Later For Invoice

At any time you can return to print your past invoice and review your registration.

**Current Events** - Your invoice will appear here until the event ends.

**Invoices** - Your invoice will remain here even after your event ends.

The screenshot shows a navigation bar with "Current Events" and "Invoices" tabs. The "Invoices" tab is active, displaying a card for "Demo Conference". The card contains the following information:

- Submitted
- TEST LOCATION
- 5/1/2017 - 5/3/2017
- Deadline: 4/1/2017 12:00:00 AM (CDT -0500)

A green "Invoice" button is located at the bottom right of the card.

## 3.3 Making Changes

### Making Edits

If your Event Administrator allows it, you can Edit your registration up until the deadline or when the Administrator ends registration. Click the "Open/Edit" button to reopen your registration. Be sure to resubmit when finished!

### Canceling Your Registration

If your Event Administrator allows it, you can Cancel your registration up until the deadline or when the Administrator ends registration.

