View or Pay for Multiple Registrations

After you register for an AVID event, you can look up your existing registrations. This allows you to keep track of who is registered for which Community of Practice. You can also pay for existing registrations individually online. The process is described below. If you have any questions regarding this process, please contact AVID Care.

View Existing Registrations

1. Log into MyAVID and click the Event Registration tab in the blue bar at the top of the page.

2. You will be directed to a list of options. Click the magnifying glass icon to Search Registrations. Choose the My Site(s) Registrations bubble in the Search Criteria section.

3. Select your event from the drop-down menus at the top of the search tool and narrow the list to one school. Click the Perform Search button to see a list of the registrations for your team.

If you have any questions and/or your registration changes, please contact AVID Care at 1-833-AVID-CARE (1-833-284-3227) or avidcare@avid.org.
Pay for Existing Registrations

1. Log into MyAVID and click the Event Registration tab in the blue bar at the top of the page.

2. Click Pay for pending registrations.

3. Select the Event Type, Event Year, Event, and Community of Practice from the drop-down menus. You can also type the registration IDs in the Reg ID(s) box. Click Perform Search to find the names of the registrants for whom you would like to apply payment.

4. Select the boxes next to the correct names.

If you have any questions and/or your registration changes, please contact AVID Care at 1-833-AVID-CARE (1-833-284-3227) or avidcare@avid.org.
5. In the Update Payment Information section, enter the Name on Card, Card Type, Expiration Date and Card Number. Click Update Selected Registrants.

6. You will be directed to a Payment Summary page. We recommend you print or generate a PDF of this page for future reference.