



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.

Event Registration

2. You will be directed to a list of options. Click the magnifying glass icon to Search Registrations.



Search Registrations

Use this powerful tool to locate registration records and information.

Choose the My Site(s) Registrations bubble in the Search Criteria section.

SEARCH CRITERIA

Search Type

- Registrant Accounting Manage Registration Summary Report Event Overview My Site(s) Registrations Registrant Info
 Registration History Contract/Session Verification Wait List Registrations LMS Registrant Search

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.

Division: <input type="text"/>	Event Type: <input type="text" value="Regional Path Training"/>
State: <input type="text"/>	Event Year: <input type="text"/>
Region: <input type="text"/>	Event(s) -- All Events -- Path to Schoolwide - Aurora, CO (Oct 3-4, 2017) Path to Schoolwide - Honolulu, HI (Jun 20-21, 2017) Path to Schoolwide - Albuquerque, NM (Jun 15-16, 2017) Path to Schoolwide - Mesa, AZ (Jun 1-2, 2017) Path to Schoolwide - Lyndonville, NY (May 22-23, 2017) Path to Schoolwide - Santa Ana, CA (May 12-13, 2017) Path to Schoolwide - Hartford, CT (May 2-3, 2017)
County: <input type="text"/>	
District: <input type="text"/>	
Organization Name (filtered by location) <input type="text"/>	
<input type="button" value="Perform Search"/>	<input type="button" value="Reset Filters"/> <input type="button" value="Export List (CSV)"/>

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.

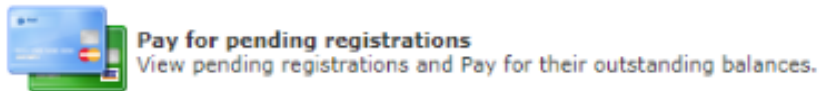


Pay for Existing Registrations

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

Event Registration

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.

Event Registration :: Registration Payment Tool

Event Type: Event Year: Reg ID(s): *[Separate with commas]*

Events:

Strands:

4. Select the boxes next to the correct names.

SEARCH RESULTS										
5 active record(s).										
<input type="button" value="Select All"/> <input type="button" value="De-Select All"/>										
Edit	Reg. ID	Reg. Date	Name	Job Title	District	Site	Event	Strand	Location / Room	Total
<input checked="" type="checkbox"/>	683681	5/29/2019 4:10:34 PM	Vargas, Edgar	Temporary AVID Care Customer Service Assistant		AVID Center - San Diego Office	2019-Philadelphia Summer Institute	Student Success	Philadelphia Marriott Downtown[Franklin Hall 3/4]	\$3.00
<input checked="" type="checkbox"/>	683682	5/29/2019 4:11:22 PM	Reyna, Cynthia	Administrative Assistant II, Events		AVID Center - San Diego Office	2019-Philadelphia Summer Institute	AVID Elementary: Foundations Implementation (Grades K-2)	Philadelphia Marriott Downtown[Franklin Hall 8]	\$3.00
<input checked="" type="checkbox"/>	683670	5/29/2019 4:09:22 PM	Salas, Mariana	Registration Coordinator		AVID Center - San Diego Office	2019-Philadelphia Summer Institute	Tutorology	Philadelphia Marriott Downtown[Independence 11/111]	\$3.00
<input checked="" type="checkbox"/>	683680	5/29/2019 4:09:49 PM	Salgado, Jorge	AVID Care Support Specialist		AVID Center - San Diego Office	2019-Philadelphia Summer Institute	AVID Elementary: STEM	Pennsylvania Convention Center[Room 108 B]	\$2.00
<input checked="" type="checkbox"/>	683683	5/29/2019 4:12:12 PM	Valenzuela, Dalia	Temporary Events Registration Assistant		AVID Center - San Diego Office	2019-Philadelphia Summer Institute	Essential Academic Skills for College Readiness	Philadelphia Marriott Downtown[Room 407]	\$3.00

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5. In the Update Payment Information section, enter the Name on Card, Card Type, Expiration Date and Card Number. Click Update Selected Registrants.

UPDATE PAYMENT INFORMATION

Name on Card

Card Type

Expiration Date

Card Number

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

Event Registration :: Registration Payment Tool



Please, print this page for your records.

Thank You! Your payment for the following registrations is successful.

You may click a link on the left side menu to continue registering for events.

Payment Summary

Card Type

Visa

Card Number

XXXX XXXX XXXX 6862

Payment Date

29/05/2019 11:15:16 PM

Amount Paid

\$15.00

Registration(s)

Req. ID	Name	Job Title	Total
683882	Reyna, Cynthia	Administrative Assistant II, Events	\$3.00
683879	Salas, Mariana	Registration Coordinator	\$3.00
683880	Salgado, Jorge	AVID Care Support Specialist	\$3.00
683883	Valenzuela, Dalia	Temporary Events Registration Assistant	\$3.00
683881	Vargas, Edgar	Temporary AVID Care Customer Service Assistant	\$3.00

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