



View or Pay for Registrations

After you register for an AVID event, you can look up your existing registration(s). 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 in to 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 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 in to MyAVID and click the Event Registration tab in the blue bar at the top of the page.

Event Registration

2. Click **Register someone else for an event**.



Register someone else for an event

You will need their name, email, and primary location.

3. Type the name of the participant in the Contact Name filter provided. Click Search Users at the bottom of the page to find the name of the registrant.
4. Click the green check mark next to the registrant's name.

Select	First Name	Last Name	Job Title	Primary Location
<input checked="" type="checkbox"/>	Pink	Panther	test	ZCA_Test District1A

5. In the Current Registrations for this user section, locate the event. The registrant's information should be available in this section. Click the Complete Registration option at the far right.
6. On the next page, you will be prompted to pay for the individual registration. Select your payment method, and then select Complete/Pay to finish your transaction.

Event Registration :: Registration Wizard

[Registrant](#) | [Contact Information](#) | [Event](#) | [Strand\(s\)](#) | [Payment](#)

 We're at the final step! Time to enter payment information.
Select your method of payment and enter the required details, then press **Complete/Pay** to complete the registration.

Cancellation Policy: Cancellations must be submitted in writing by completing the [Contact Form](#). If your event is less than 60 days away, you will be subject to cancellation fees. Please refer to the full [AVID Center Cancellation Policy](#).

Registration Information for **Pink Panther**

Pink Panther is registering for:

Event: Test Event
Strand: AVID Elementary: Foundations Implementation (Grades K-2)
Cost: Fee: \$760.00

Payment Method

Pay Now by Credit Card Pay Now by Check Pay Now by PO Pay Later

Pay now by credit card to secure your event and strand choices.

If you prefer to pay for all registrations in one credit card transaction, scroll down to Pay Later and select Credit Card on the drop down menu. Once all registrations are in, call AVID Center at (858) 380-4800, press 1 for events, and we will run the credit card transaction.

Name on Card
Card Type
Expiration Date
Card Number

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