

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

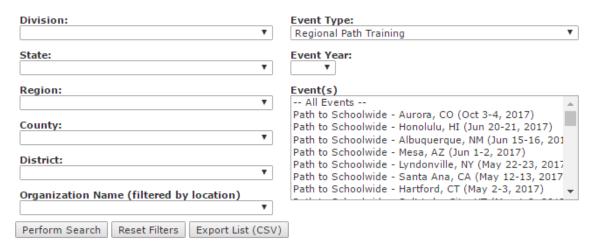
2. You will be directed to a list of options. Click the magnifying glass icon to Search Registrations.



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 Registration Registration History Contract/Session Verification Wait List Registrations LMS Registrant Search	trant Info

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.





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

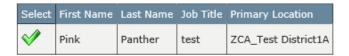
2. Click Register someone else for an event.



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.



- 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

