

## **REGISTERING YOURSELF AND ADDITIONAL NON-MEMBER GUESTS**

1. Login to your Member Portal, find the relevant meeting, and click register. When the **Meeting Registration Options** comes up, select “**I would like to register myself and others**” and click **CONTINUE**.

### Meeting Registration Options

- I am registering myself only.
- I would like to register myself and others.
- I do not want to register for the event, but I would like to register others.

Cancel

Continue

2. Complete your own registration. Then, when the **Meeting Attendee Summary** comes up, click **ADD ATTENDEE**.

### Meeting Attendee Summary

Please review the list of attendees. You may add an attendee to this registration, or remove any existing attendees, before proceeding.

Name	Actions	Order Balance
Sherman, Mandy	<a href="#">Remove</a>	\$40.00

Balance Due: \$40.00

Cancel

Add Attendee

Submit Registration & Pay

3. When the **Meeting Registration Member Search** comes up, type your guest's first and last name in the appropriate fields and click **ADD NEW ATTENDEE**

### Meeting Registration Member Search

First Name [optional]

Jane

Company Name [optional]

Last Name [optional]

Doe

✕

Cancel

Search

4. If your guests are not already in our system, it will tell you **There are no members that match that search criteria.** Click **ADD NEW ATTENDEE!**

#### Meeting Registration Member Search

First Name [optional]  
Jane

Last Name [optional]  
Doe

Company Name [optional]

Search Again

There are no members that match the search criteria.

Cancel Add New Attendee Select Attendee

5. Enter your guest's first and last name and click **CONTINUE.**

#### New Contact Information

Prefix [optional]

Last Name  
Doe

First Name  
Jane

Middle Name [optional]

Suffix [optional]

E-mail [optional]

Back Cancel Continue

6. The **Meeting Registration Summary** will appear and show you the cost for your guest. Click **CONTINUE.**

#### Meeting Registration Summary

Please review the details of this registration before proceeding.

Registration | [Edit](#)

Scholarship Fundraiser 2026- Entry

Product	List Price	Your Price	Qty	Total
Bingo 2026 - Registrations	\$40.00	\$40.00	1	\$40.00

Subtotal: \$40.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$40.00

Balance: \$40.00

Enter your Coupon Code Apply Coupon

Cancel Continue

7. The **Meeting Attendee Summary** will come up and show you who you have registered so far. ***If you have additional guests, choose “ADD ATTENDEE” and repeat all steps above for each guest.*** Once you’ve finished registering everyone in your party, click **SUBMIT REGISTRATION & PAY**

### Meeting Attendee Summary

Please review the list of attendees. You may add an attendee to this registration, or remove any existing attendees, before proceeding.

Name	Actions	Order Balance
Sherman, Mandy	<a href="#">Remove</a>	\$40.00
doe, jane	<a href="#">Remove</a>	\$40.00

Balance Due: \$80.00



If you are still having trouble, contact any RAPV staff member to assist (413) 785-1328