Registration System

Checking Registered Participants onsite
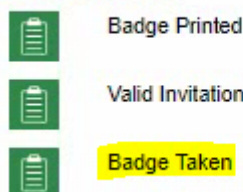
You would need the **Registration** app in your desktop to do this.

1. **Log in** using the email and password that will be provided to you.

2. **Search** for the person's name or ID number

   TIPS:

   i. it is better to search for the ID number (in the confirmation letter this is labeled as Registration Number)
   ii. If searching for a name, limit your search to one word only as more than one word would produce unexpected results (eg. If searching for de mesa, search only mesa)
   iii. If you see the Include Contacts Only Records text, click that
   iv. If you see multiple results, select the one that matches the full name of the person
   v. If you see multiple results with same full name, select the one with Attendee category
   vi. to select a record click the **Edit** button beside the record

3. In the **Details** screen, 3 things to check (*to be done in this order; if you have a match, no need to check the rest*):
   i. check if **badge** has already been **taken** (only 1 badge per participant is allowed unless endorsed by Accreditation office)
      To check: Scroll down to Attendee Data.
      - If there's a Badge Taken note, advise participant to proceed to Accreditation office to get endorsement.
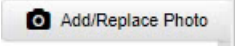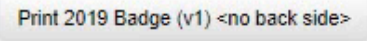

      - If there's no Badge Taken, proceed with next check

   ii. check if registration has been completed
       To check: See if **Organization** field has a value.

       - If empty, complete first the registration by clicking the [Onsite] For Registration Counters link at the right side. After completing, proceed with **printing** (step #4)and **tagging** (step #5).
       - If not empty, proceed with next check

iii.   check if record already has a **photo**. If no photo yet, add a photo by clicking the [📷 Add/Replace Photo] button
      Note: you can add the photo by using the webcam and taking the persons photo or if he/she has a photo in file (in usb) then browse for the photo. Proceed to **printing** (step #4)and **tagging** (step #5).

4. **Print** the badge: click the [Print 2019 Badge (v1) <no back side>] button.

5. **Tag** the participant (*If not yet tagged*): click the [Onsite] Participant Tagging link at the right side and check the appropriate boxes

6. Hand over the ID badge and bag (if any) then go back to Search again for next participant.

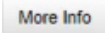**Checking if invited** *(if your search above did not produce any results)*

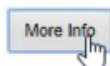You would need the **Invitation** app [icon] in your desktop to do this.

1. **Launch** if not yet open (if already opened just select that tab).

2. **Search** for the person's name (make sure you are searching the List of Invited guests)

   You are searching the List of Invited guests...

   [   ] [Search]

   TIPS:

   i.   you cannot search for ID number here as participant will not know what's his/her Invitation Number
   ii.   ** follow the rest of the tips above on searching
   iii. if still no result, then ask participant to proceed to Accreditation office

3. In the **Details** screen, scroll down 'til you see the [More Info] button then click to check 2 things:
   i.   If **No Invitation Found**, ask participant to proceed to Accreditation office

   [More Info]

   No Invitation Found

   ii. If **Invitation Found**, click the provided link in the message to proceed with registration.

   [More Info]

   Invitation Found

   This record received a valid invitation to attend the ADB Annual Meeting in Fiji. Click here to proceed with the registration.

4. After completing the registration (you should see the Thank You note), **close the current tab** and **switch to the very first tab.**

   Thank You
   Your registration has been submitted.

5. **Search** for the just completed record (search for the name again in the first tab) and select the record (click the Edit button)

6. Proceed with **Printing** and **Tagging** (do steps 4-6 of **Checking registered participants**)

Note: Identifying which counter to go

1. One or two registration assistants (local staff) should be assigned outside the counters to direct participants which counter to go.

2. If participant has a **confirmation letter** (or if he/she is sure to have completed his/her online registration) direct them to any free counter (or with the least que)

3. If participant has an **invitation letter only** (or if he/she is sure that he/she got an invitation) direct them to designated counter/s (actual counter/s to be identified during training)

4. For the rest, ask them to proceed to Accreditation office.

Sample Confirmation and Invitation letters were provided. One main difference between them is **Confirmation letter has a photo** of the participant while Invitation has none.