

How to Add a Guest

From beginning to end

First you must find the event on the portal and click register.

The screenshot shows the website header with the logo and navigation menu. The main content area displays the event details for 'Healthy Bodies, Healthy Business 5K Walk/Run' on Saturday, April 29, 2017. A red arrow points to the 'Register' button in the registration details section.

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Healthy Bodies, Healthy Business 5K Walk/Run

29 Apr

Healthy Bodies, Healthy Business 5K Walk/Run
Saturday, April 29, 2017 (9:00 AM to 2:00 PM)
Herrin Park - 1010 N. 5th Street Herrin, IL

We run or walk for HEALTHY BODIES and we donate to RPAC to ensure a HEALTHY BUSINESS climate for the real estate industry.

Description Location

Registration Details

Member Registration	Free
Non-Member	Free

[Register](#) [Download iCal](#)

Select member registration -\$0.00, Hit continue.

The screenshot shows the 'Attendee Registration' section where the 'Member Registration - \$0.00' option is selected. A red arrow points to the radio button, and another red arrow points to the 'Continue' button.

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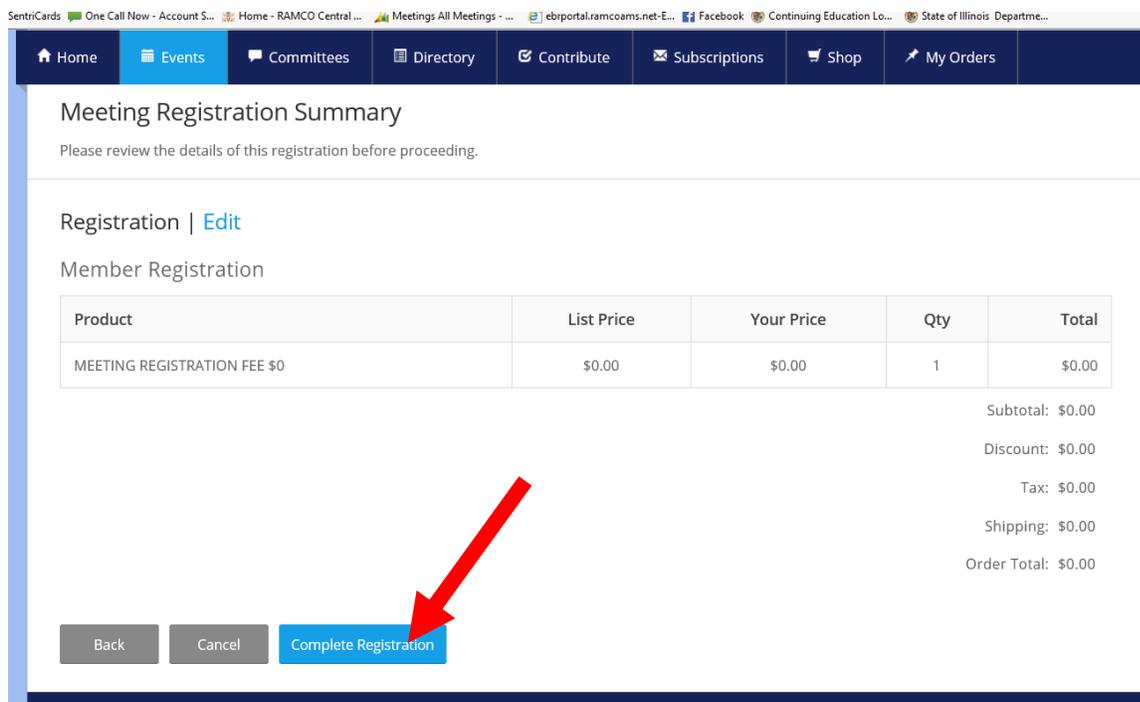
Attendee Registration

Member Registration - \$0.00

[Cancel](#) [Continue](#)

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Select the Complete registration button. This completes registration for yourself ONLY!



The screenshot shows a web interface for a meeting registration summary. At the top, there is a navigation bar with links for Home, Events, Committees, Directory, Contribute, Subscriptions, Shop, and My Orders. Below the navigation bar, the page title is "Meeting Registration Summary" with a sub-header "Please review the details of this registration before proceeding." The main content area is titled "Registration | Edit" and "Member Registration". It features a table with the following data:

Product	List Price	Your Price	Qty	Total
MEETING REGISTRATION FEE \$0	\$0.00	\$0.00	1	\$0.00

Below the table, the following summary information is displayed:

- Subtotal: \$0.00
- Discount: \$0.00
- Tax: \$0.00
- Shipping: \$0.00
- Order Total: \$0.00

At the bottom of the page, there are three buttons: "Back", "Cancel", and "Complete Registration". A red arrow points to the "Complete Registration" button.

Now you can Add Attendee by selecting the Add Attendee Button located between the cancel and Submit Registration button. If you click Submit registration, you only submit the registration for yourself.

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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
VINEYARD, CHRISTI	Remove	\$0.00

Balance Due: \$0.00

Cancel Add Attendee Submit Registration

Type in a name in either the first name or last name box. Then hit the search button. What this does is searched to see if your guest is already in EBOR's RAMCO system.

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Meeting Registration Member Search

First Name [optional]

Office Name [optional]

Last Name [optional]

Cancel Search

For this example we are using the last name Smith. The next screen you will see looks like the one below. The system will bring up everyone in it with the last name of what you entered. **If you find the person's name you are looking for select the bubble by that name. Scroll down to the bottom of the page and select the Select Attendee button.**

If you did not find the person you are looking for then hit the Add New Attendee button. This means that person is not in the EBOR system and you must now add them.

The screenshot shows the website for the Egyptian Board of Realtors, Inc. The header includes the organization's name and logo, along with a shopping cart icon showing 0 products for \$0.00. The navigation bar contains links for Home, Events, Committees, Directory, Contribute, Subscriptions, Shop, and My Orders. The main content area is titled 'Meeting Registration Member Search' and features a search form with fields for First Name, Office Name, and Last Name. The Last Name field contains 'Smith'. Below the search form is a 'Search Again' button and a table of search results. The table has columns for Name, Office, and Location. The results list 12 members with names like SMITH, ADAM and SMITH, AMY. At the bottom of the table, there are pagination controls showing '1 2' and 'Page Size: 10', and a note '12 items in 2 pages'. A red circle highlights the 'Add New Attendee' button at the bottom of the page, along with 'Cancel' and 'Select Attendee' buttons. The footer contains copyright information for 2017 and the text 'Powered By: RAMCO'.

	Name	Office	Location
<input type="radio"/>	SMITH, ADAM	COLDWELL BANKER ALLEN & GEARY	
<input type="radio"/>	SMITH, AMY	COLDWELL BANKER PRIME REALTY H	
<input type="radio"/>	SMITH, ANGELA	COLDWELL BANKER PREFERRED	
<input type="radio"/>	SMITH, BARBARA	REALTY CENTRAL, INC.	
<input type="radio"/>	SMITH, DARREN	SMITH APPRAISAL	
<input type="radio"/>	SMITH, DEBRA	RE/MAX ELITE	
<input type="radio"/>	SMITH, GARY	S & S APPRAISAL	
<input type="radio"/>	SMITH, HELEN MAXINE	PISONI REAL ESTATE	
<input type="radio"/>	SMITH, KAY	C21 HOUSE OF REALTY, INC. L	
<input type="radio"/>	SMITH, STEPHEN	AMERICAN DREAMS REALTY, LLC	

For this example, we will add a new attendee by completing the Attendee Details form. Add the person's first and last name and hit continue at the bottom of the page.

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Attendee Details

Prefix [optional]

First Name

Middle Name [optional]

Last Name

Suffix [optional]

E-mail [optional]

Back Cancel **Continue**

Now you must hit the word Complete in the Actions column by your guest's name.

(0 Products: \$0.00)

Home Events Committees Directory Contribute Subscriptions Shop My Orders

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
VINEYARD, CHRISTI	Remove	\$0.00
Smith, Jane	Complete Remove	\$0.00

Balance Due: \$0.00

Cancel Add Attendee **Submit Registration**

Select member registration, \$0.00; hit Continue. (We will be able to tell if the person is your guest in the backend of the portal.) On the next screen hit Complete Registration. This completes your guest's registration. However, you must SUBMIT both your registrations. See screen below.

Home Events Committees Directory Contribute Subscriptions Shop My Orders

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
VINEYARD, CHRISTI	Remove	\$0.00
Smith, Jane	Remove	\$0.00

Balance Due: \$0.00

Cancel Add Attendee **Submit Registration**

Now you must COMPLETE REGISTRATION for both by selecting Complete Registration.

Please review all details for your registration before proceeding. If you would like to make changes, please use the "Back" button located below. Once you are satisfied with your attendee summary, please proceed to complete the registration and process your payment.

Attendee	Registration
VINEYARD, CHRISTI	Member Registration
Smith, Jane	Member Registration

Product	List Price	Your Price	Qty	Total
MEETING REGISTRATION FEE \$0	\$0.00	\$0.00	2	\$0.00

Subtotal: \$0.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Order Total: \$0.00

Back Cancel **Complete Registration**

CONGRATULATIONS!!!! You have now successfully registered you and your guest!!! You can now print your registration or add it to your calendar. You will also receive an email confirmation.

ramcoams.net/Meetings/Registration/Payment/Recep... Facebook Meetings All Meetin... illinoisrealtor.org ebrportal.ramcoams... Meeting: Healthy Bo... Meeting Registrat... x Realtors Po

SentriCards One Call Now - Account S... Home - RAMCO Central ... Meetings All Meetings - ... ebrportal.ramcoams.net-E... Facebook Continuing Education Lo... State of Illinois Departme...

Meeting Registration Confirmation & Receipt of Payment

Attendee	Registration
Smith, Jane	Member Registration
VINEYARD, CHRISTI	Member Registration

Product	List Price	Your Price	Qty	Total
MEETING REGISTRATION FEE \$0	\$0.00	\$0.00	2	\$0.00

Subtotal: \$0.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Order Total: \$0.00

Download iCal/ICS Print Return

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Charges will be applied after the event. We hope this tutorial helps. If you have any questions please call the EBOR Office at 618-364-0046.