

Good morning –

Yes, we worked with the system administration to create a way to accomplish this since we run into this issue a lot.

How this is accomplished is to type the credit card holder's information into the My Information box (as the email is put in you see the red information & the name boxes pop up – image #1). DO NOT click the 'Find Me' button.



The screenshot shows a web form titled "My Information". At the top, there is a red message: "Looks like you're new here! Continue by filling out the information below." Below this, there is an "Email" input field with a blue highlight. To the right of the email field is a blue "Find Me" button. Below the email field are two input fields for "First Name" and "Last Name", both with blue highlights. At the bottom left, there is a link that says "Know your login? Login Now".

IF the red text does not appear, it means your contact information is in the system so click 'Find Me' (image #2) which will automatically populate the attendee information but that can be changed to new attendee information (image #3).



The screenshot shows the same "My Information" form as in image #1. However, the red message is gone. A blue arrow points down to the "Find Me" button. The "Email", "First Name", and "Last Name" fields are still highlighted in blue. The "Login Now" link is also present at the bottom left.

Select the number of attendees.

In the Attendee information box choose New Attendee and then fill out with the attendee's information.

Attendee #1 Total: \$120

Person

< New Attendee >

< New Attendee >

Email Address

+ More Information

Then, you will have the option of choosing credit card holder's name in the payment area.

Payment Information

Pay Pay by Invoice

Bill To

Total Amount

Total Discount 0.00

Please let me know if you have any issues with doing this.

Thank you for your interest in our event!
Melissa

My Information

Looks like you're new here! Continue by filling out the information below.

Email
monicatest@mailinator.com

First Name
monica

Last Name
test

Know your login? [Login Now](#)

Registration Options

Thank you for registering for our event!

Zoom links will be found in the event confirmation message.

Tribal Registration & Donation Attendees

Attendee #1

Total: \$60

Person
olivia testing

First Name
olivia

Last Name
testing

Email Address
olivia@mailinator.com

Company

Title

More Information

Address

Address

Address 2

City

Country
United States

State/Province

Postal Code

Phone

Phone Number

Type

Additional Information

Tribal Affiliation

Payment Information

Pay

Pay by Invoice

Bill To
monica test
monica test
olivia testing

Total Amount

Total Discount
0.00

Tax
0.00

Payment Amount
60.00

I'm not a robot



Submit