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1   Introduction

This document is designed to step you through the registration process from logging in through to printing your invoice.

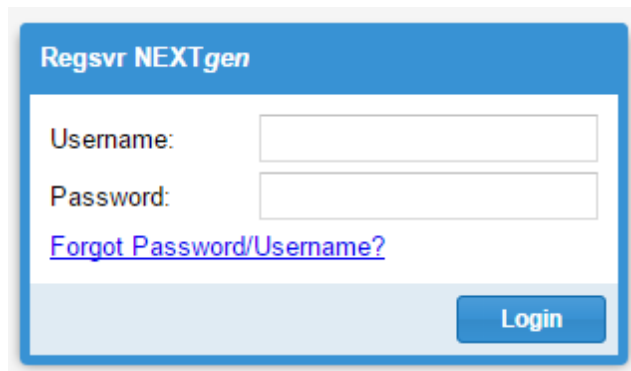To continue, you will need your username and password provided to you by your Conference Administrator.

Your Registration Starts Here:

http://nextgen.pixelpointllc.com/

1.1   Logging In

Login with your username and password. If you are not sure of your login, you can click "Forgot Password/Username?" for help.

1.2   Home

From your home screen you can access any current or upcoming registrations (Current Events) and any current or past invoices (Invoices).
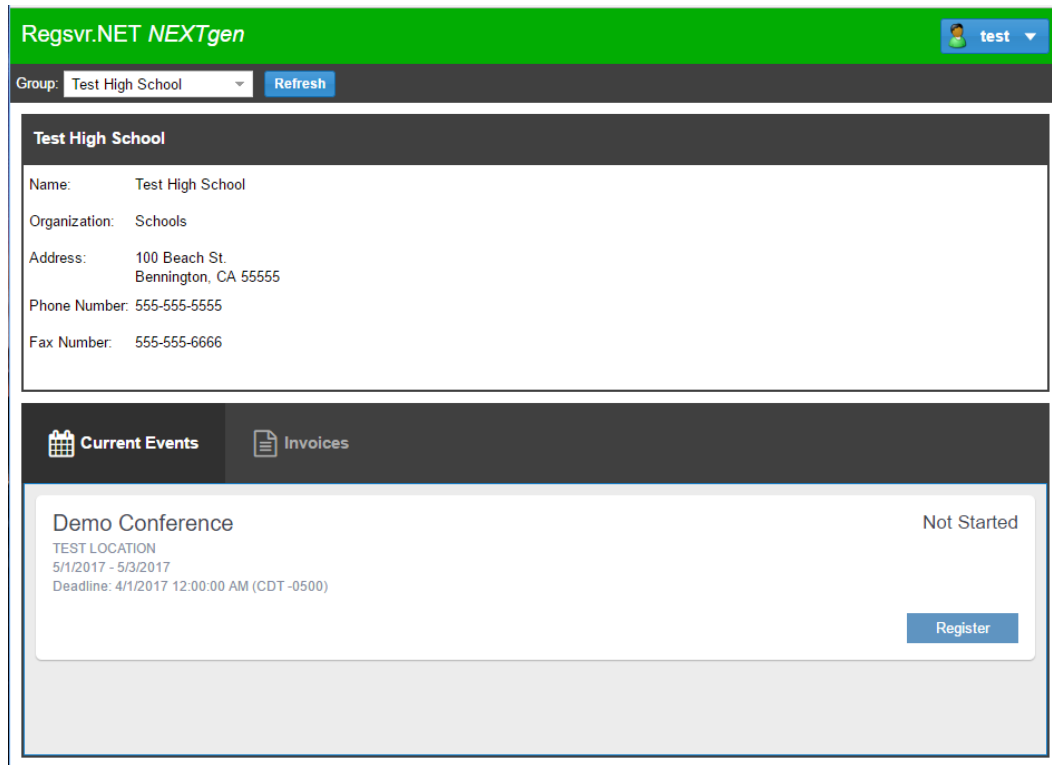
Change Username/Password/Email
If you need to change your username, password, or email addresses, click on the blue button with your name on the top right, and select My Profile.

Accessing All Of Your Groups
If you have more than one group you are registering, you can select your other groups from the group drop down at the top.
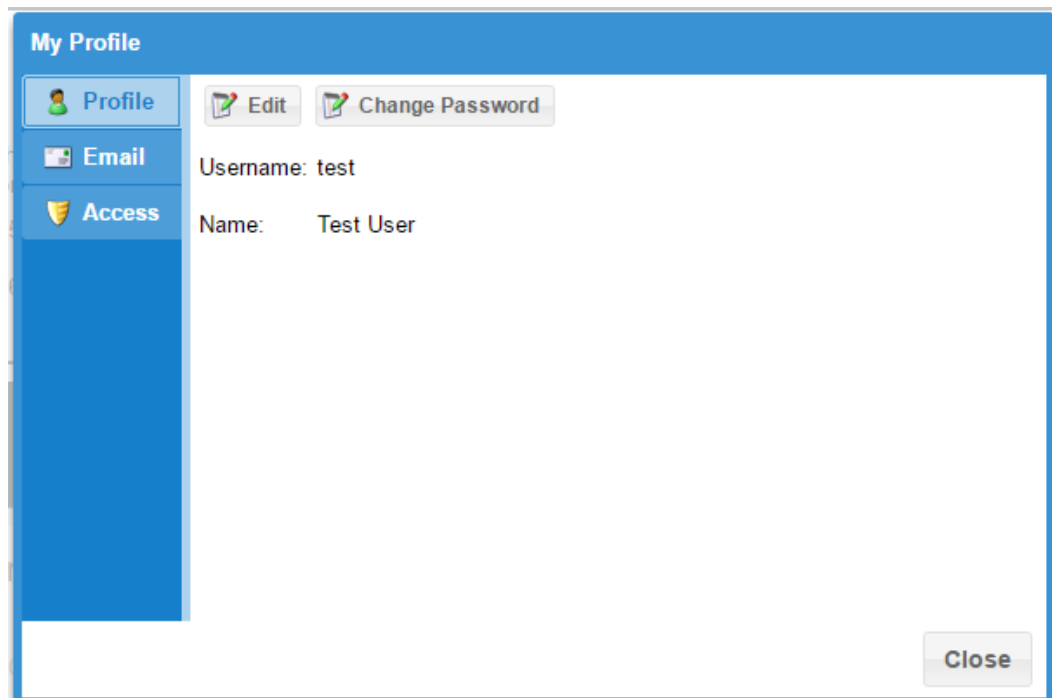
Access Your Registrations
To start your registration - click "Register". Once you submit your registration, you can also access your invoice from here.

1.3 My Profile

From the "My Profile" window, you can change your username, name, and password. You can also add multiple email addresses.\
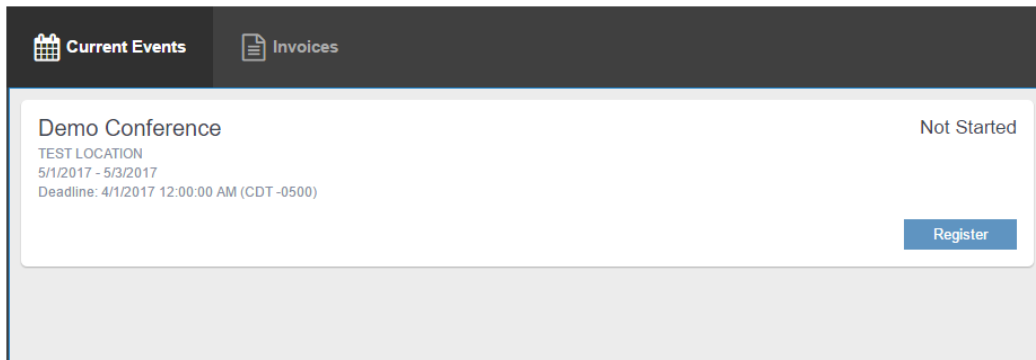
2   Registration

Registration is broken down into steps.

All of your changes are saved automatically. You can complete your registration all at once or enter some information and then return later to finish.
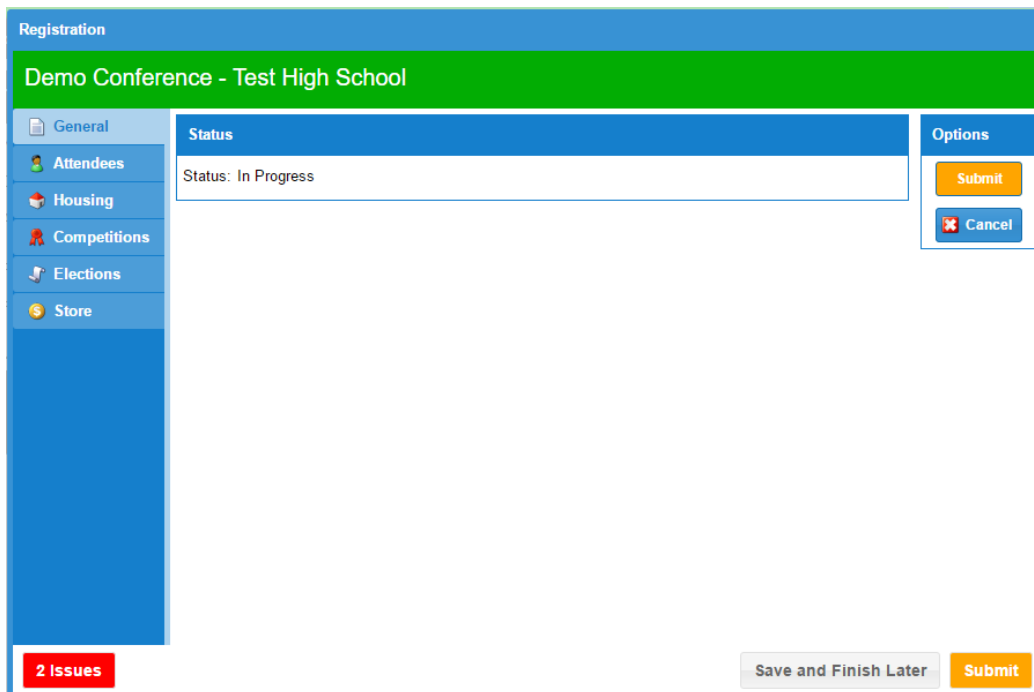
2.1   Starting A Registration

Click "Register" to start your registration.

2.2   General

Registration Home:
From here you can access each part of your registration, view issues, Submit when finished, and if necessary Cancel your registration.

Issues

From any part of your registration, the colored "Issues" button will be visible to you. The button is color coded and tells you the number of issues on the button. Click for more information.
Colors:

- **Red**: At least one critical issue was detected that requires your attention before you can submit.
- **Orange**:   At least one warning issue was detected that you should review before submitting, however, it will not keep you from submitting.
- **Green**:   No Issues were found, you are good to go!

The issue window will give you more detailed information as well as which part of your registration the issue is in.

2.3   Attendees

Here you can add all of your attendees.

To Add: Click the Add Button
To Edit: Double click one of your attendees

2.4   Housing

Housing Check In/Out Option

First step is to select a housing option. The first time you go to the Housing tab, the selection will open up automatically. If you want to change it later, you can click the "Check In/Out" button at the top.

Waiting For Rooms:
All of your attendees start in this top section.

Assigning Rooms:
Drag the attendees to "New Room" or any existing room to move them around. As you move your mouse to a room, the room will turn Green. Once you're ready to "drop" your attendees in the room, let go of your mouse button and the attendees will be assigned to the room.
To move more than one at a time, hold the "Ctrl" key while clicking attendees and you can select more than one.

Issues:

If there is a problem with a room, you will see a Red or Orange message on the room.

2.5   Competitions

Adding Entries

Add - Select the event and click "Add" (You don't have to click the event first, but it does make it easier)

Edit - Click the "Edit" button next to the registration you wish to edit.

Add/Edit Screen

To select competitors, select the attendees on the left and click the bottom arrows to move them to the "Assigned" box.

2.6   Store

All items available in the store are listed here. Simply select how many of each item you want (0 if you do not want any).

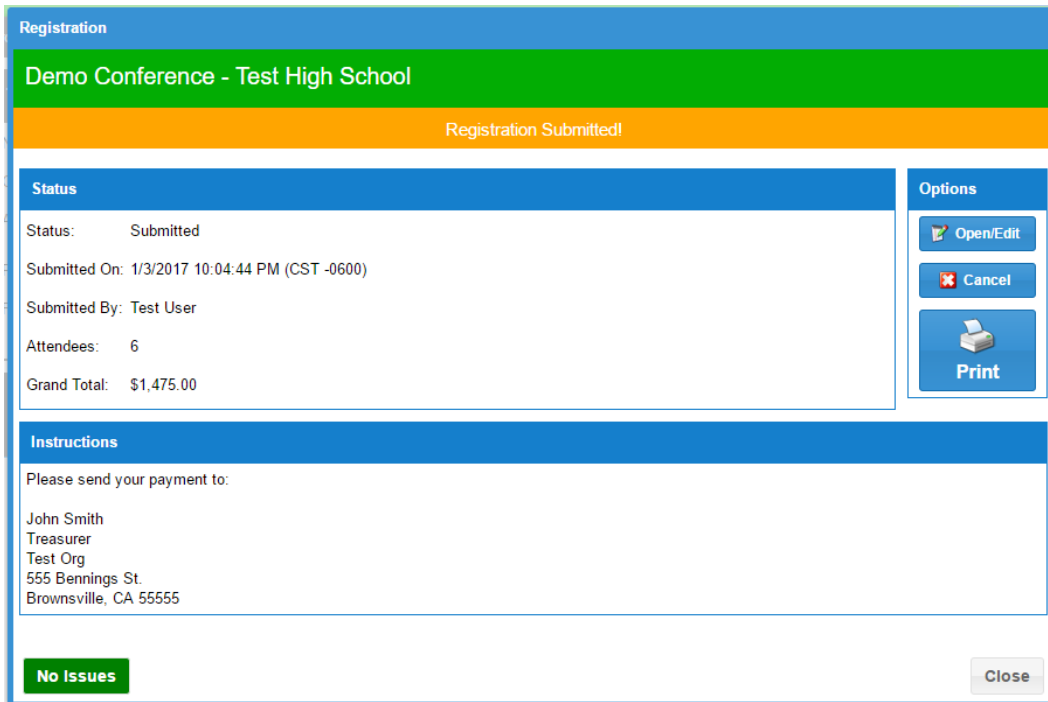

2.7   Submit/Invoice

Once you are finished and ready to submit, make sure you don't have any outstanding Issues (on the left) and then click Submit (on the right).

Once submitted, you will be on the invoice screen. You can return to print your invoice at any time.

3   After You Submit

3.1   Invoice

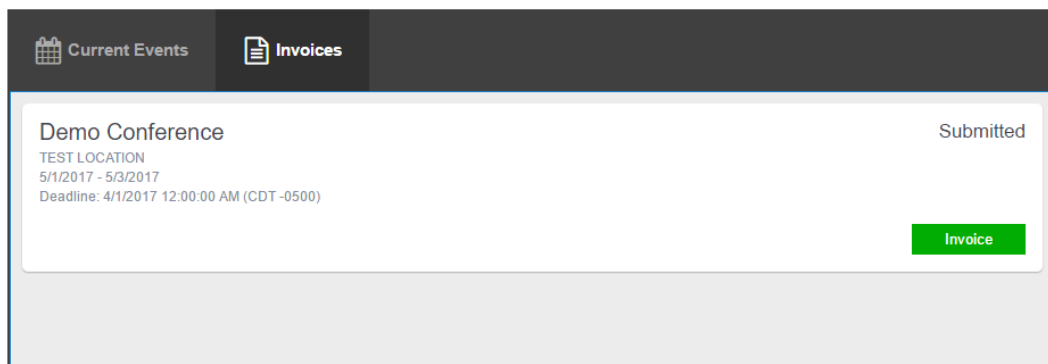Click "Print" to download your invoice as a PDF.

3.2 Returning Later For Invoice

At any time you can return to print your past invoice and review your registration.

Current Events - Your invoice will appear here until the event ends.
Invoices - Your invoice will remain here even after your event ends.

3.3 Making Changes

Making Edits
If your Event Administrator allows it, you can Edit your registration up until the deadline or when the Administrator ends registration. Click the "Open/Edit" button to reopen your registration. Be sure to resubmit when finished!

Canceling Your Registration

If your Event Administrator allows it, you can Cancel your registration up until the deadline or when the Administrator ends registration.