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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.

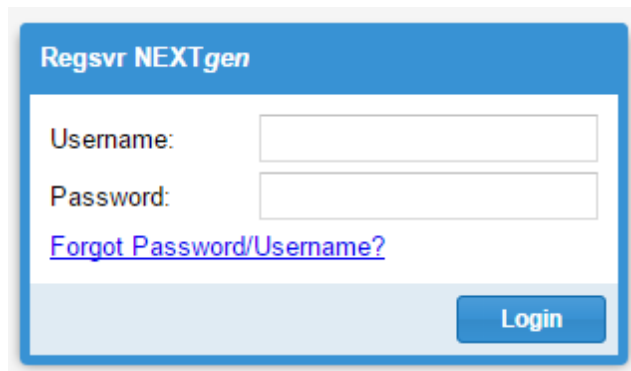
To continue, you will need your username and password provided to you by your Conference Administrator.

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.



The screenshot shows a login form titled "Regsvr NEXTgen". It contains two input fields: "Username:" and "Password:". Below the password field is a blue link that says "Forgot Password/Username?". At the bottom right of the form is a blue button labeled "Login".

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

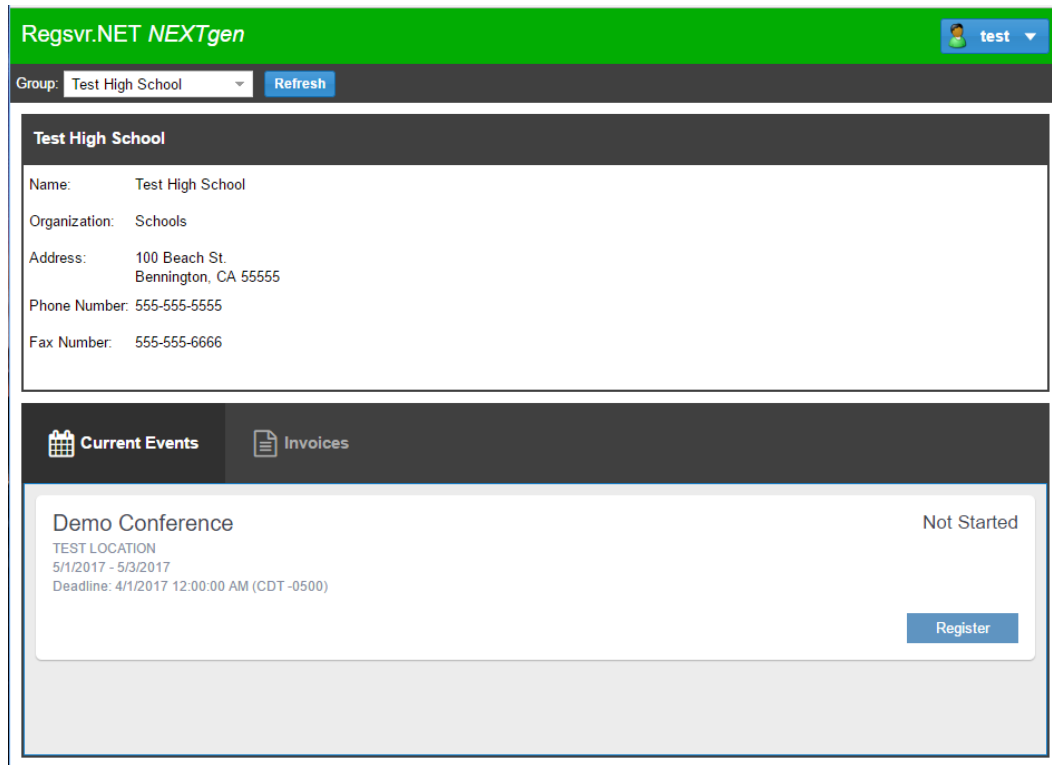
If you need to change your username, password, or email addresses, click on the blue button with your name on the top right, and select My Profile.

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.

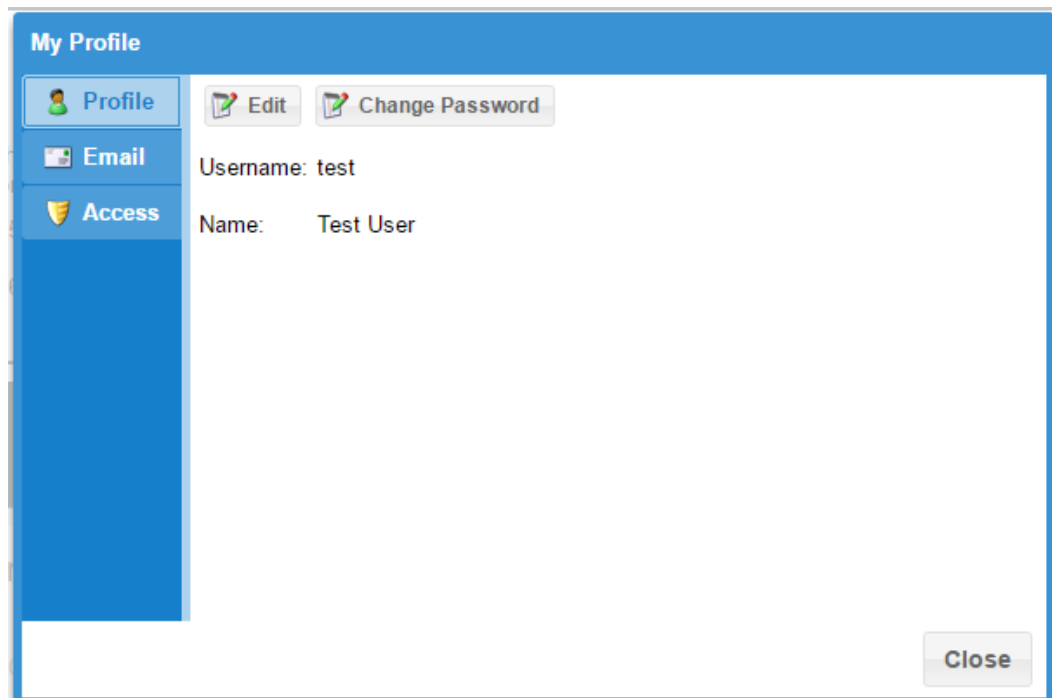
Access Your Registrations

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.\



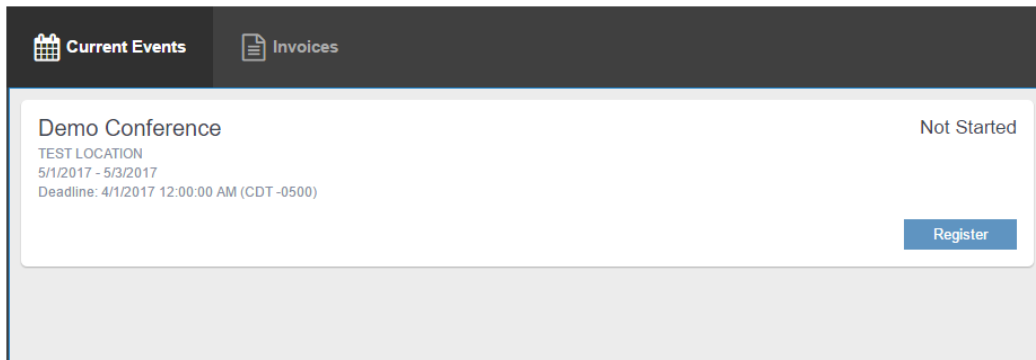
2 Registration

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

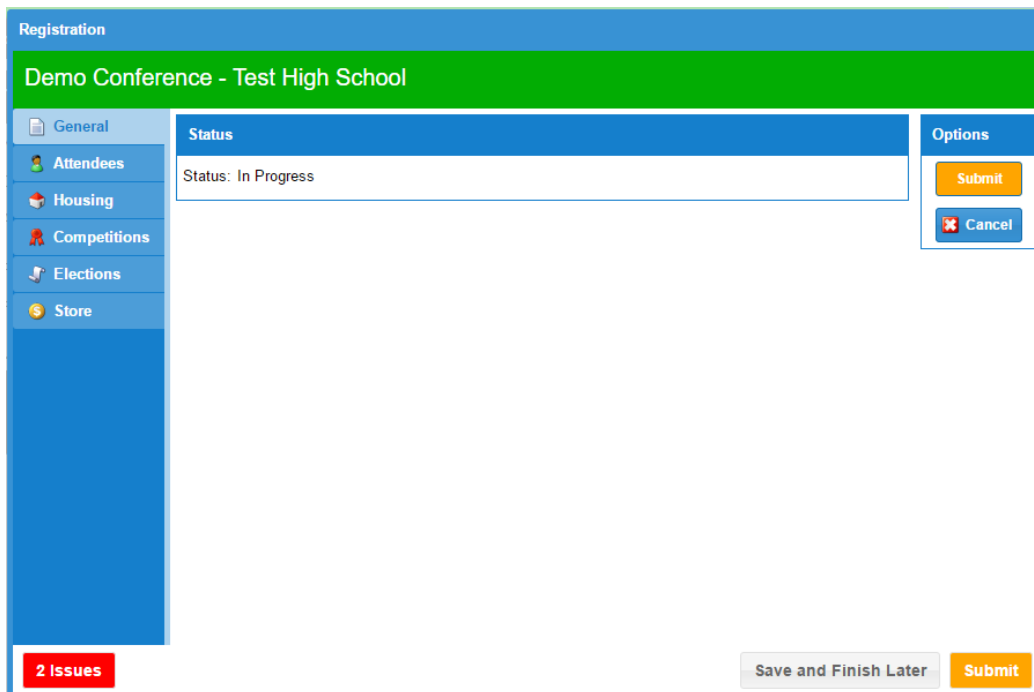
Click "Register" to start your registration.



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.

Registration

Demo Co

Issues

Severity	Module	Issue
Warning	Registration	We expect to find at least one Chaperone in your registration. When you submit, you will need to provide a reason why there is no Chaperone in your registration.
Critical	Housing	No check in/out option selected.

Options

Submit

Cancel

Close

2 Issues

Save and Finish Later

Submit

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

Registration

Demo Conference - Test High School

General Attendees Housing Competitions Elections Store

Add Sort By Name Classification Order Added

	Bennett, Susan Female; Grade: N/A Shirt Size: M	Chaperone
	Brown, Mark Male; Grade: N/A Shirt Size: L	Chaperone
	Brown, Sherry Female; Grade: 9 Shirt Size: M	Student
	Jones, Jason Male; Grade: 11 Shirt Size: L	Student
	Smith, John	Student

1 Issue Save and Finish Later Submit

Registration

Demo Co

General Attendees Housing Competitions Elections Store

Edit Attendee

General

First Name: John Last Name: Smith Sex: Male

Classification: Student Grade: 10

More Info

Shirt Size: S

Special Needs

Handicap: Deaf

Dietary: Vegetarian

Cancel Delete Save

1 Issue Save and Finish Later Submit

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.

Registration

Demo Conference - Test High School

General

Attendees

Housing

Competitions

Elections

Store

Check In/Out: [Please Select Option]

Waiting For Rooms (6 Attendees)

New Room

John Smith

Check In/Out

Check In/Out: Standard: 5/1-5/3

Cancel Save

1 Issue

Save and Finish Later Submit

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.

The screenshot shows the 'Registration' interface for a 'Demo Conference - Test High School'. The left sidebar contains navigation options: General, Attendees, Housing, Competitions, Elections, and Store. The main area displays 'Check In/Out: [Standard: 5/1-5/3]'. Under 'Waiting For Rooms (4 Attendees)', four attendees are listed: Jane Smith, Mark Brown, Susan Bennett, and Sherry Brown. Jane Smith and Sherry Brown are highlighted with orange boxes. A 'New Room' button is visible on the right. Below, 'Room 3851 (2 Attendees)' is shown with John Smith and Jason Jones. At the bottom, a red '1 Issue' button is on the left, and 'Save and Finish Later' and 'Submit' buttons are on the right.

Issues:

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

This screenshot shows the same registration interface but with several issues. The 'Waiting For Rooms' section now only has one attendee, Sherry Brown. 'Room 3851 (2 Attendees)' still shows John Smith and Jason Jones. A new room, 'Room 3852 (1 Attendee)', is highlighted in red and contains a red error message: 'Students cannot have single rooms.' This room lists Jane Smith as the attendee. Below it, 'Room 3853 (1 Attendee)' shows Susan and 'Room 3854 (1 Attendee)' shows Mark. At the bottom, a red '2 Issues' button is on the left, and 'Save and Finish Later' and 'Submit' buttons are on the right.

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.

Registration

Demo Conference - Test High School

General Attendees Housing Competitions Elections Store

Add View By Event Attendee

Name ↑	Group ↑	Registered	
Accounting	State	#11593: Sherry Brown	Edit
Community Service Project	State	#11594: Group Entry	Edit
Introduction to Business	State		
Marketing	State	#11595: Jason Jones; John Smith	Edit
Word Processing	State	#11596: Jane Smith	Edit

No Issues Save and Finish Later Submit

Add/Edit Screen

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

Registration

Demo Co

General Attendees Housing Competit Elections Store

Edit Competition Registration

Attendee

Event: Marketing

Type: Individual/Team

Team Size: 1-2

Grade Restriction: 9-12

Registration

Available	Assigned
Bennett, Susan (N/A)	Jones, Jason (11)
Brown, Mark (N/A)	Smith, John (10)
Brown, Sherry (9)	
Smith, Jane (9)	

Cancel Delete Save

No Issues Save and Finish Later Submit

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).

Item	Unit Price	Qty	Total
Awards Session DVD Full Awards Session to have for years to come!	\$20.00	-	\$0.00
Event Backpack Backpack with conference logo!	\$25.00	3	\$75.00
			\$75.00

2.7 Submit/Invoice

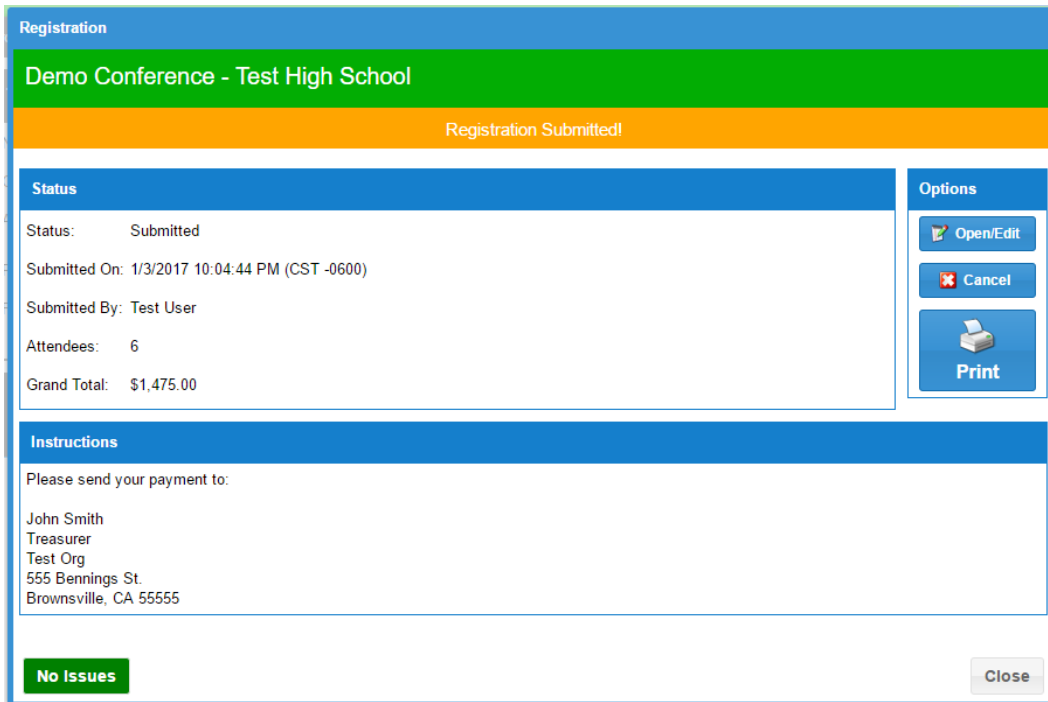
Once you are finished and ready to submit, make sure you don't have any outstanding Issues (on the left) and then click Submit (on the right).

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.



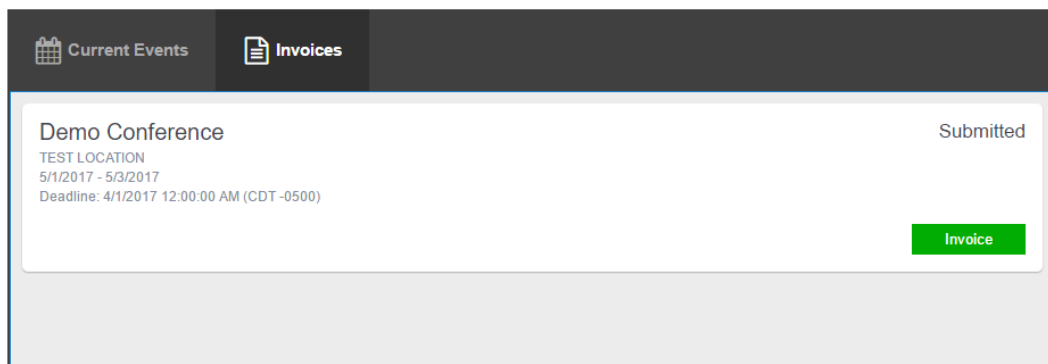
The image shows a confirmation screen for a registration. At the top, it says "Registration Submitted!". Below that, there's a section for "Status" with the following information: Status: Submitted, Submitted On: 1/3/2017 10:04:44 PM (CST -0600), Submitted By: Test User, Attendees: 6, and Grand Total: \$1,475.00. To the right of the status section is an "Options" panel with three buttons: "Open/Edit", "Cancel", and "Print". Below the status section is an "Instructions" section with the text: "Please send your payment to: John Smith, Treasurer, Test Org, 555 Bennings St., Brownsville, CA 55555". At the bottom left, there is a green button that says "No Issues", and at the bottom right, there is a "Close" button.

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.



The image shows a list of invoices. At the top, there are two tabs: "Current Events" and "Invoices". The "Invoices" tab is selected. Below the tabs, there is a list of invoices. The first invoice is for "Demo Conference" and is marked as "Submitted". The details for this invoice are: TEST LOCATION, 5/1/2017 - 5/3/2017, and Deadline: 4/1/2017 12:00:00 AM (CDT-0500). To the right of the details, there is a green button that says "Invoice".

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.

