

Register for an Event inside Access ACS

The Event Registration Expert takes you through each step of registering for an event using the online registration form.

The [options that display when registering for an event](#) depend on your organization's settings.

1. On the My Overview page, in the **I Want to View** section, click **Available Registrations** . The Upcoming Events page displays.
2. If necessary, select the **Month**, **Campus**, and **Department** to find your event, then click **Register**.
3. Select the [attendees to register](#) and click **Next**. You can register yourself for the event, or, if the option is available, family members or guests.
4. **Optional:** On the [Options page](#), locate the name of the family member you want to register for an additional event or option. Select a pricing level next to the option and click **Next** . Repeat this process for each registrant.
5. **Optional:** Select the registrant you want to order [supplies](#) for, enter the quantity that you want, then click **Next**.
6. **Optional:** On the [Request for Information](#) page, answer any required event questions for each registrant, then click **Next**.
7. Under **Choose contact e-mails for this registration**, select any additional e-mails to receive confirmation details.
 - To add another contact, click **Add Another E-Mail**.
 - Enter that contact's e-mail address, then click **Add** .
 - When you finish adding contacts, click **Next** .
8. The Summary page displays the names of all registrants, total number of individuals you registered, event name, event subtotal , amount due to complete registration, grand total, and amount due today. Confirm this information, then click **Next**.
9. If the event has costs associated with it, the Select Payment Method page displays. Depending on the organization's selections, you can pay for events using a credit card, debit card, or electronic check. Select your payment method, then click **Next**.
10. When the [confirmation page](#) displays, the registration process is complete.
 - You will receive a confirmation e-mail, or you can click **Print Confirmation** to print your confirmation information.
 - If the event organizer provided any forms or documents for the event, they also display on this page. To download a file, click the name of the file.

Registration Tips

- If an event is sold out, the **Add** option to register additional individuals, does not display. The **Registration** drop-down list is also grayed out for individuals not registered for the event.
- If no cost associated with the event, the word **Free** displays beside the event name in the **Registration** drop-down list.
- The **Total Cost** you have incurred for the event displays in the top-left-hand corner of the page.
- By default, the event image, description, and details display when selecting attendees. This is helpful because you can see registration guidelines, such as ages or requirements, which helps prevent adults from registering children from adult-only events. To hide the details, click **Hide Details**.
- You can edit personal information on the Register Attendees page. A change request is created when you edit contact information, and an administrator must approve the change request before any of the changes made are permanently applied to the record.
- When adding contact e-mails for a registration, you can enter as many e-mail addresses as you'd like. The e-mail address entered when you begin registering displays by default and cannot be cleared or changed.

Related Topics

- [Event Registration Options](#)
- [Edit Contact Information](#)

[Cancel an Event Registration](#)