



JSLG.org or JerseyShoreCollaborativeLawGroup.org

## HOW TO REGISTER GUESTS FOR EVENTS ON THE JSCLG.ORG WEBSITE

### HOW TO REGISTER GUESTS

If the guest is going to pay themselves just sent them to the site to register and pay themselves or you can register them and have the invoice sent but you must be logged out to do that.

If you wish to pay for the guest, you can register them right after you get your registration confirmation on the screen. Or you can login to your account later and add a new registration.

#### 1. ADDING THE GUEST RIGHT AFTER YOU GET YOUR CONFIRMATION

When a member registers and wishes to add a guest and pay for them, the member needs to click New Registration and they must enter the guest's name and email address. The invoice and billing will be sent to the member, not the guest.

After you complete your registration, click the New Registration button at the bottom of the page:

[Conflict Resolution-February 16, 2017](#) [Add to my calendar](#)

Payment successful

Registration confirmed ([view invoice](#)). To change or cancel, contact [administrator](#).

Event	Conflict Resolution-February 16, 2017 February 16, 2017 6:00 PM - 8:30 PM Location: Apella's Greek Taverna
Registration type	Early Bird Registration - \$40.00
Total amount	<b>\$40.00 (USD)</b>

Registration form

First name Theresa "Tracy"  
 Last name Gibson  
 Phone Cell 732-858-5573 (Broker Phone:  
 Email [tracy.gibson@exprealty.com](mailto:tracy.gibson@exprealty.com)  
 Street Address State Broker Located at 28 Valley Rd, St 1  
 City Montclair  
 State NJ  
 Zip Code 07042

[Review my registrations](#)

[New registration](#)

Go to Step 3 below



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## 2. ADDING THE GUEST LATER

If you want to add a guest later. First login and then click Events and click the Register button.

### Conflict Resolution-February 16, 2017

When **February 16, 2017**  
6:00 PM - 8:30 PM

Location Apella's Greek Taverna

Please join us on February 16 at 6:00pm at Apella Greek Taverna located at 78 State Route 35 in Eatontown.

The evening will commence with a brief presentation by Danielle Forshee on **Conflict Resolution: The Neurobiology of Empathy**. Then the Executive Board of the NJ Council of Collaborative Practice groups will be giving a speech with the group having Questions & Answers at the conclusion.

The cost for dinner is \$40.00 per member. There is no need to make a dinner selection ahead of time you can order when you there. Here is the dinner selections.

Dinner will consist of family style appetizers and Greek Salad & Kria Pikilia (assortment of cold spreads & dips served with Pita) and Keftedakia (Greek Meatballs).

The dinner Entrées:

- a. Pork or Chicken Souvlaki Platter (kebobs)

[Show details](#)

[Click Register](#)

[Register](#)

[Already registered](#)

Then click New Registration

### CONFLICT RESOLUTION-FEBRUARY 16, 2017

[Add to my calendar](#)

Event **Conflict Resolution-February 16, 2017**  
February 16, 2017 6:00 PM - 8:30 PM  
Location: Apella's Greek Taverna

Event registration [New registration](#)

Date	Registration	Status
February 06, 2017	Gibson, Theresa "Tracy" ( <a href="mailto:tracy.gibson@exprealty.com">tracy.gibson@exprealty.com</a> ) registration type: Early Bird Registration	Confirmed <a href="#">View details</a>

[New registration](#)



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#### 4. LAST STEPS

### CONFLICT RESOLUTION-FEBRUARY 16, 2017 [Add to my calendar](#)

Event **Conflict Resolution-February 16, 2017**  
February 16, 2017 6:00 PM - 8:30 PM  
Location: Apella's Greek Taverna

Enter registrant email \* Mandatory fields

Email

[Cancel](#) [Review my registrations](#) [Next](#)

*Note: A red box highlights the event details with the text "You must enter the guest's email address here" and a red arrow points to the email input field.*

Then complete the registration, you can then pay online or send yourself an invoice, the guest will not be invoiced.

### CONFLICT RESOLUTION-FEBRUARY 16, 2017 [Add to my calendar](#)

Event **Conflict Resolution-February 16, 2017**  
February 16, 2017 6:00 PM - 8:30 PM  
Location: Apella's Greek Taverna

Registration type Early Bird Registration - \$40.00  
Total amount **\$40.00 (USD)**

Enter registration information \* Mandatory fields

First name

Last name

\* Phone

Email

[Cancel](#) [Review my registrations](#) [Back](#) [Next](#)