

A. How do I transfer the name of a participant on a registration?

[Note: these changes can only be made by your school's Booking Officer]

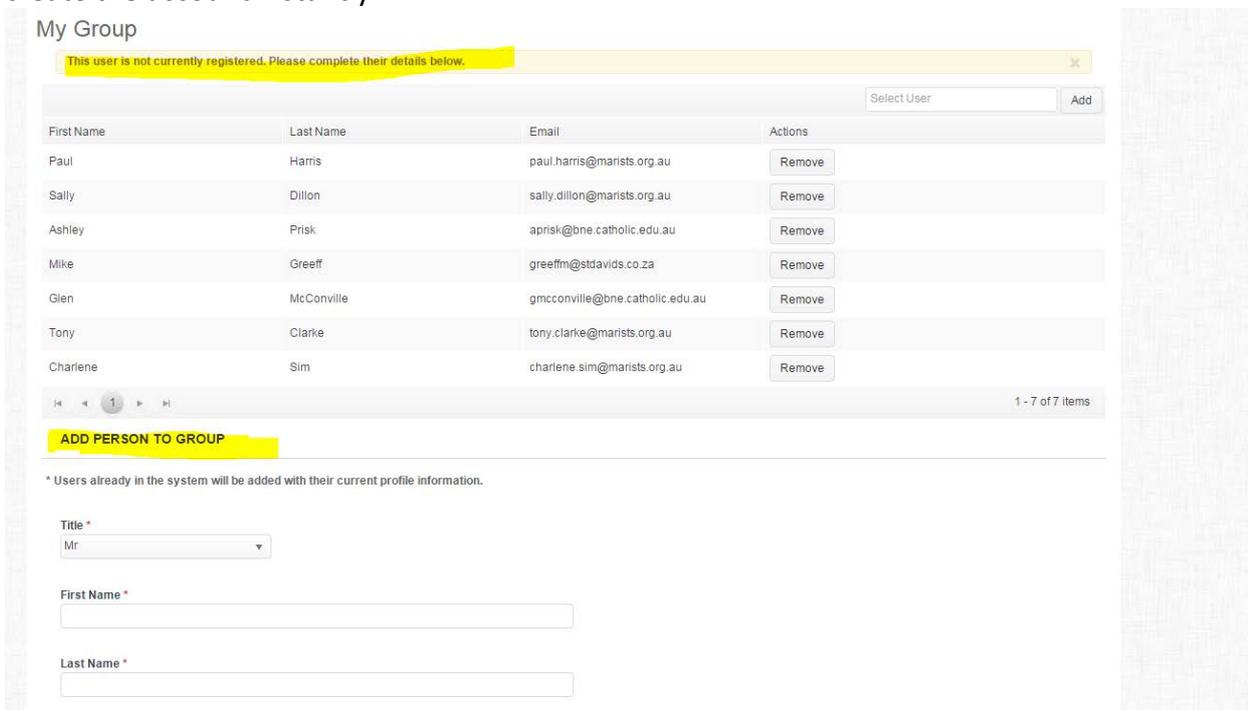
Step 1 - 2: if the replacement attendee has NOT been added to your MY GROUP:

1. If the new attendee has not already been entered into the system, go to your **My Group** tab and scroll down to **Add User to my group**. Type the email address twice and **Add**.



The screenshot shows a form titled "ADD USER TO MY GROUP". It has two input fields: "Email Address *" and "Confirm Email Address *". Below the fields are two buttons: "Add" (highlighted in yellow) and "Cancel".

2. If the person is added to your **My Group**, it means they have been entered into the system previously. If an email address is not recognisable, you can complete the form under **Add Person to Group** and create the account instantly.



The screenshot shows the "My Group" page. At the top, there is a yellow warning message: "This user is not currently registered. Please complete their details below." Below this is a table of users with columns for First Name, Last Name, Email, and Actions. The table contains 7 rows of user data. Below the table is a pagination control showing "1 - 7 of 7 items". Below the table is the "ADD PERSON TO GROUP" form. The form has a dropdown menu for "Title *" (set to "Mr"), and input fields for "First Name *" and "Last Name *". A note below the form states: "* Users already in the system will be added with their current profile information."

| First Name | Last Name | Email | Actions |
|------------|------------|--------------------------------|---------|
| Paul | Harris | paul.harris@marists.org.au | Remove |
| Sally | Dillon | sally.dillon@marists.org.au | Remove |
| Ashley | Prisk | aprisk@bne.catholic.edu.au | Remove |
| Mike | Greeff | greeffm@stdavids.co.za | Remove |
| Glen | McConville | gmconville@bne.catholic.edu.au | Remove |
| Tony | Clarke | tony.clarke@marists.org.au | Remove |
| Charlene | Sim | charlene.sim@marists.org.au | Remove |

3. Once the replacement attendee has been added to your group, go to the **VIEW/EDIT BOOKINGS** and find the **Order #** with the registration, click on **View/Edit Bookings**, select the **Change Booking Details** next to the participant you want to replace and select another registered participant already in MY GROUP list. Click **Save/Transfer** to confirm the transaction.

Edit/Transfer

TRANSFER TO ANOTHER USER

*Transfers can only be to registered users in your My Group.

-- Select --

ADD PERSON

You will know the transfer has been successful when booking officer and participants receive cancellation and confirmation emails.

B. Can I change a person's registration from one program DATE to another program date (eg Transfer from Footsteps in March to Footsteps in June)?

Yes you are able to ONLY for programmes with multiple dates or time.

It is advisable to email your request to register@marists.org.au to complete this swap for you especially for Footsteps where there is a quota for two participants per school.

1. Go to **VIEW/EDIT BOOKINGS** from the drop-down menu (top left hand, email address login).
2. In your **ORDERS** page, click on View/Edit Booking for the Order # you wish to make changes to.

Orders

| Order # | Date Created | Payment Status | Payment Type | Total Amount | Actions |
|---------|-----------------------|----------------|--------------|--------------|--|
| 417 | 12/11/2014 - 10:24 AM | Unpaid | Invoice | \$440.00 | View/Edit Bookings Pay |
| 416 | 12/11/2014 - 09:51 AM | Unpaid | Invoice | \$110.00 | View/Edit Bookings Pay |
| 415 | 11/11/2014 - 03:47 PM | Unpaid | Invoice | \$590.00 | View/Edit Bookings Pay |
| 414 | 11/11/2014 - 03:47 PM | Unpaid | Invoice | \$590.00 | View/Edit Bookings Pay |
| 413 | 28/10/2014 - 01:40 PM | Unpaid | Invoice | \$590.00 | View/Edit Bookings Pay |
| 412 | 22/10/2014 - 11:06 AM | Paid | None | \$0.00 | View/Edit Bookings |
| 411 | 20/10/2014 - 03:55 PM | Paid | None | \$0.00 | View/Edit Bookings |
| 410 | 20/10/2014 - 02:43 PM | Unpaid | Invoice | \$420.00 | View/Edit Bookings Pay |
| 409 | 20/10/2014 - 02:20 PM | Paid | None | \$0.00 | View/Edit Bookings |
| 408 | 15/10/2014 - 11:37 PM | Paid | None | \$0.00 | View/Edit Bookings |

3. Once you are in the REGISTRATIONS page, click on Transfer to Another Date/Time. **NOTE: If you have multiple attendees under one Order #, all will be transferred to the new programme date.**

Registrations

[Go To Orders](#)

| Order # | Details | Total | Actions |
|---------|---|--------|--|
| 410 | Marist Contemplative Retreat 02/09/15 05:00 PM - 05/09/15 12:00 PM The Hermitage, Cnr Old South & Bong Bong Roads, Mittagong NSW | \$0.00 | Transfer To Another Date/Time Cancel |

| Rego # | Attendee Name | Status | Actions |
|--------|---------------|-----------|--|
| 882 | Sally Dillon | Cancelled | Change Booking Details Cancel Registration History |

4. If you are certain, proceed to make the change by selecting the new programme date or time and click on **Save/Transfer**. Both booking officer and participant will receive a confirmation email.

Transfer Details

Select the occurrence:

-- Select --

[Save/Transfer](#)

[Cancel](#)