

Registering and Paying for Others

An SCCTM contact can register another SCCTM contact for an event, and pay the event registration for the other contact.

Why would I want to do this?

Maybe you're a bookkeeper needing to register a group of teachers for an SCCTM Conference. You want the teachers to be registered for the event, but the school is to be invoiced for the registration fees.

To register multiple attendees, return to the event registration page after confirming each registration but before paying.

Both online and offline payment options are enabled by SCCTM on the registration/payment website. Two buttons will be displayed: **"Pay online"** and **"Invoice me."** Clicking the **"Pay online"** button will take you to the online credit card/debit card payment screen. *Any outstanding invoices will be included in the amount being billed.* Clicking the **"Invoice me"** button will result in you being emailed an invoice – which you can pay online or offline – and a registration summary being displayed. From the registration summary, you can choose to view or pay (online) the outstanding invoice. There will be a blue hyperlink on the outstanding invoice which when clicked, will lead you to the payment area.

Registering another contact through online self-service

A contact can register another contact for an event by logging in then entering the other contact's email address during the registration process.

The screenshot shows the SCCTM registration website interface. At the top, there is a navigation menu with links: Home, Events, About, Forum, Contact, Join, Donate, and Blog. Below the menu, the page title is "Skills Training Session" with a sub-header "Registration". The event details are displayed: "Event: Skills Training Session", "Date: 29 Apr 2015", and "Location: Boston Sheraton Center". Below the event details, there is a section titled "Enter registrant email" with a red asterisk indicating mandatory fields. The email field contains the text "othercontact@test.com" and is highlighted with a red circle. There are "Cancel" and "Next" buttons at the bottom of the form.

If you do not log in, the system will assign the first registration and its invoice to the contact with that email address, assuming it already exists in the SCCTM database. For subsequent registrations during the same browser session, invoices will be assigned to the first contact and the registrations will be associated with the email addresses you enter. To avoid this, you would need to close your browser after each registration or log in before registering each individual.

If the contact doing the registration is already registered for an event, they can click the **New registration** button after clicking the **Register** button from the event details.

Event registration

Date	Registration	Status
02 Jan 2013	Andrews, Steve steve@wildapricot.com	Confirmed View details

In either case, the contact doing the registering will be invoiced for the registration fee.

The invoice will come by email and may be forwarded to another person for payment as needed.