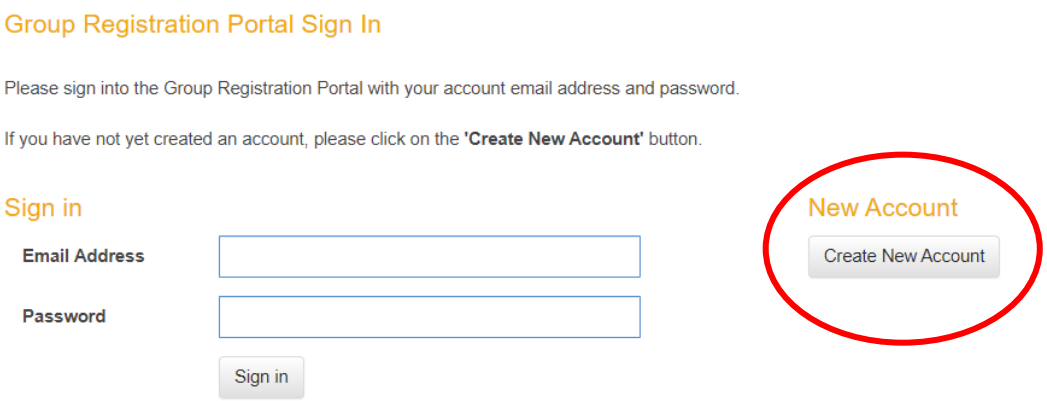
GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

HOME PAGE – SIGN INSTRUCTIONS

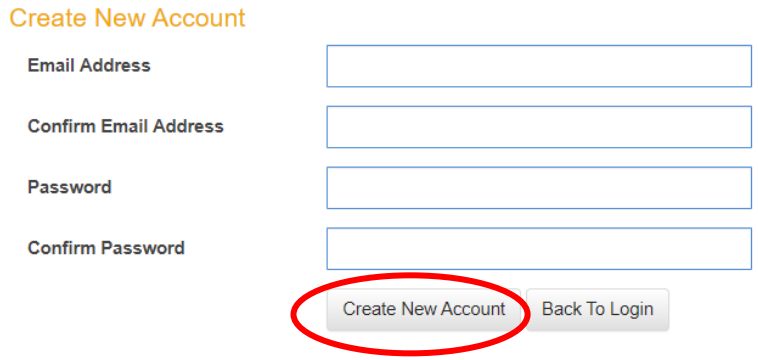


CLICK on the **Create New Account**, if first time logging in.
If you have already created your account, log in using your Email address and Password created by you.

GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

CREATE A NEW ACCOUNT PAGE

Once in the **Create New Account**, complete the sections below and Click on **Create New Account**.



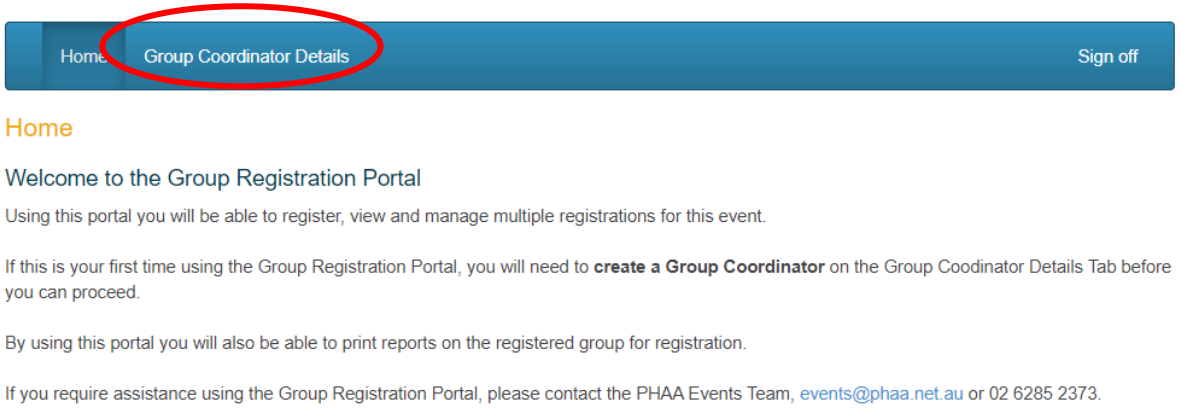
GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

GROUP COORDINATOR DETAILS TAB

Once you create your account, you will notice a new tab: **Group Coordinator Details** appear.

The Group Coordinator role is for the person who will be responsible for managing the group.

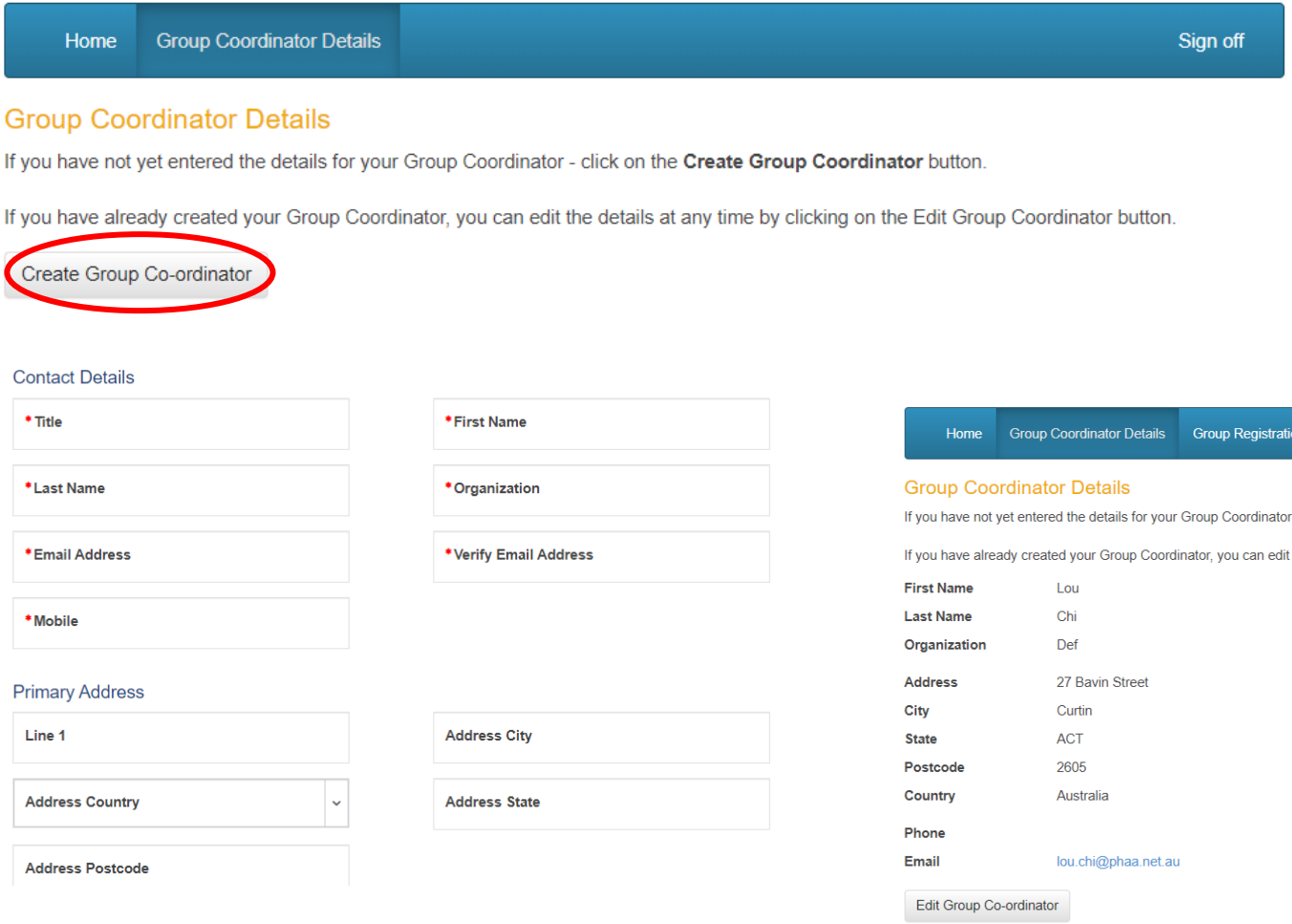
The Group Coordinator will be the only person who can log in and edit people in the group.



GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

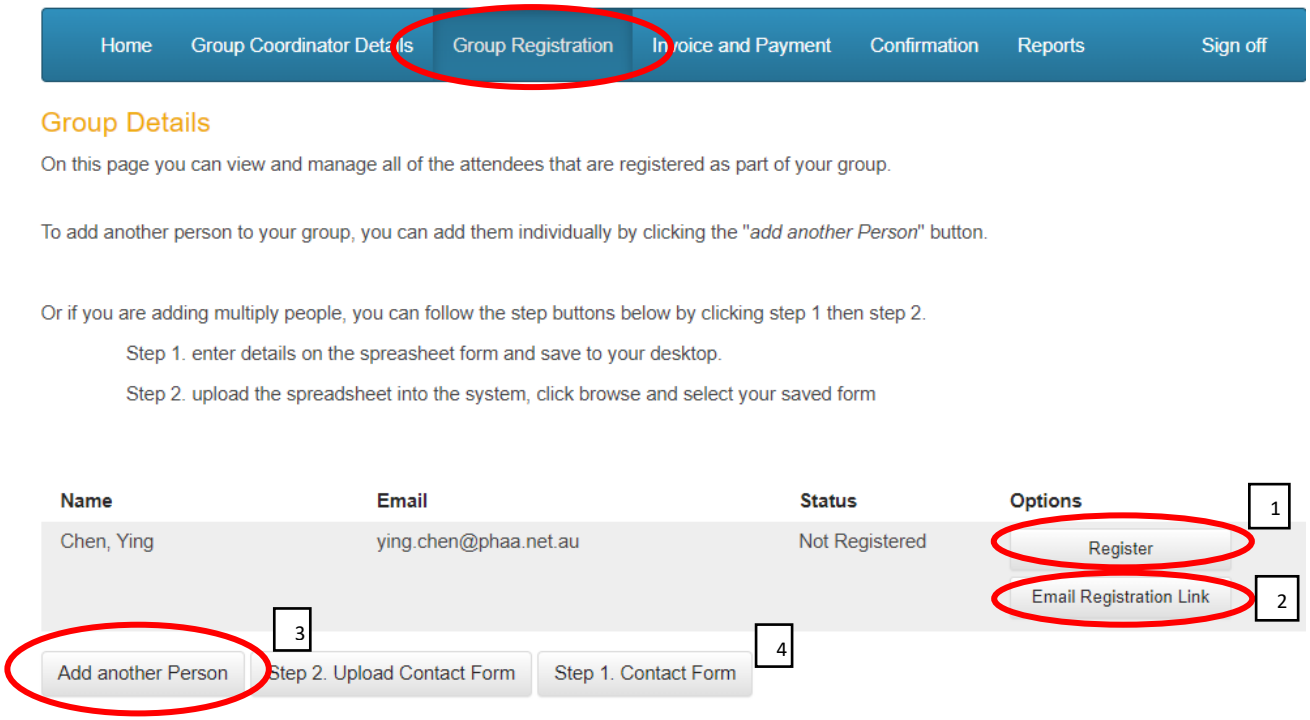
GROUP COORDINATOR DETAILS TAB- continued

Enter and create the Group Co-ordinator details by enter Contact Details.



GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

GROUP REGISTRATION



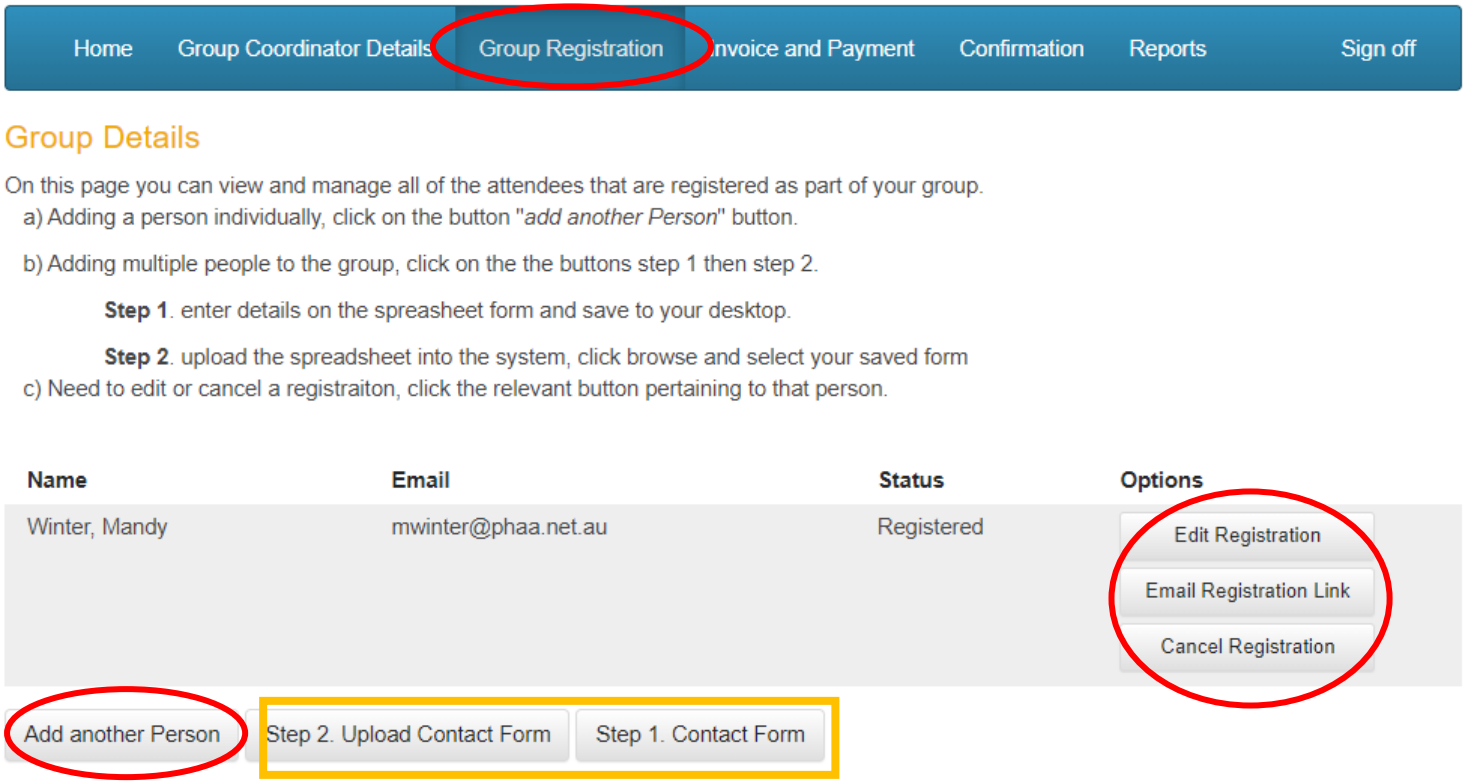
Under the **Group Registration Tab,** you have several options of how you can register a person to your Group.

1. You click on the **Register** button and register them yourself.
2. You can click on the **Email Registration Link** button and a pop-up window will appear. The email is auto-filled to send so they can complete.
3. You can click on the **Add another Person** button at the bottom left of the page.
4. OR follow Step 1 and Step 2 – Step 1. download the contact form template, enter all your groups details. Step 2. Click on the Step 2 button and upload the contact form.

GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

ONCE REGISTERED

As the Group coordinator you can log in and update your group registrations.
You can edit registrations or cancel registrations.



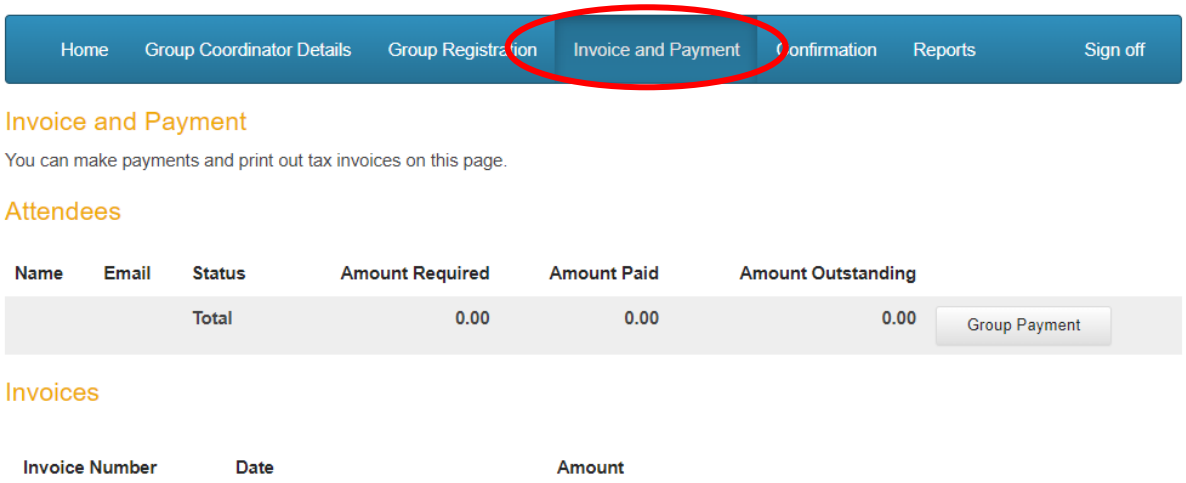
GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

INVOICE AND PAYMENT TAB

You can make payments and print out tax invoices on this page.

Please note: Invoices cannot be changed once produced. New or cancelled registrations will automatically produce a new invoice or credit note.

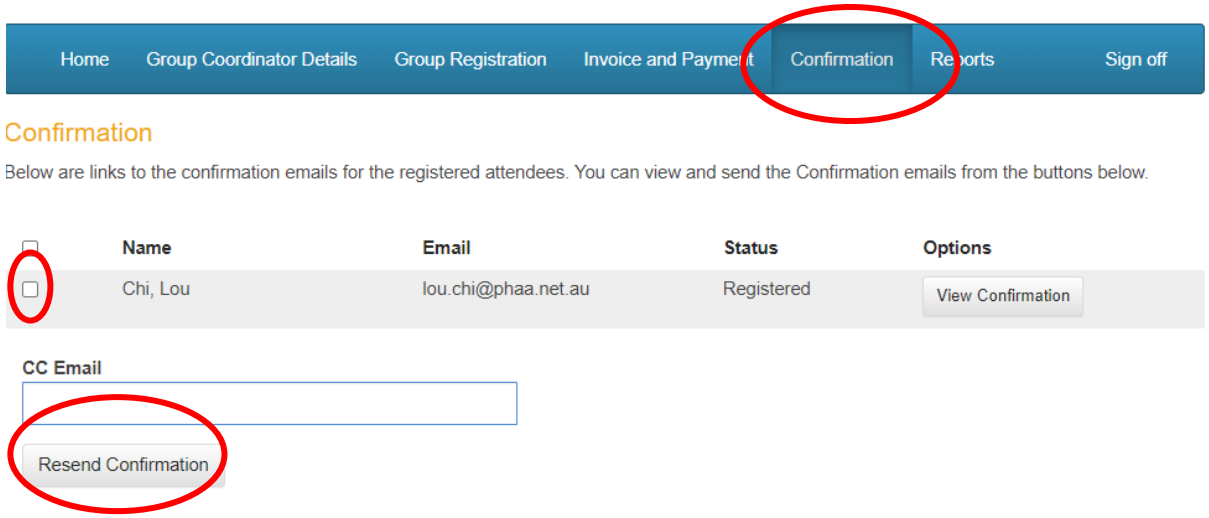
If you require changes to a raised invoice, please contact events@phaa.net.au



GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

CONFIRMATION TAB

You can resend confirmation of registration emails to your group at any time.
Pick who you want the confirmation email to be sent to by ticking the box to the left of the person's name;
Click on the **Resend Confirmation** button;
Email confirmation is resent.

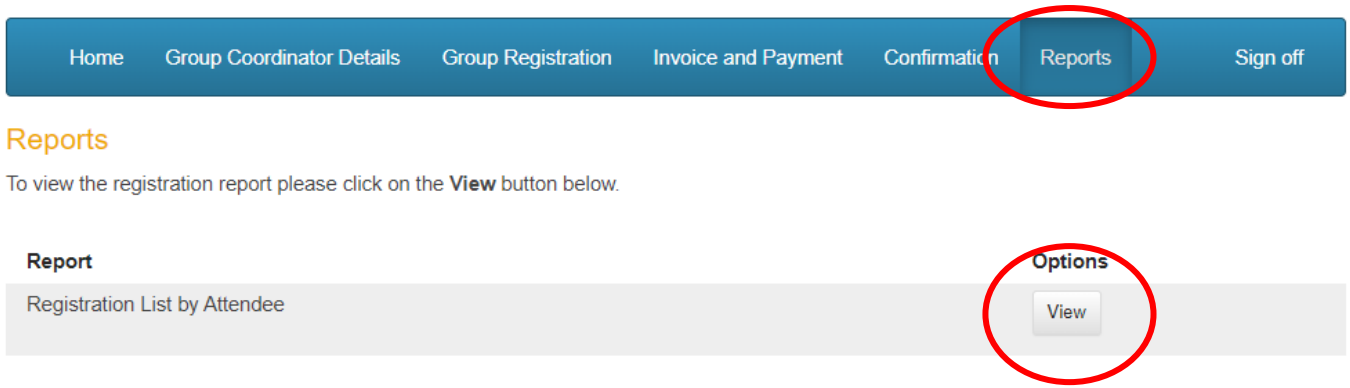


GROUP PORTAL - STEP BY STEP INSTRUCTIONS.

REPORTS

To help keep track of your registrations you can create a report.

Click on the **View** button to generate a PDF report of who is registered from your group.



Example of report;

REGISTRATION LIST BY ATTENDEE

PHAA APPS CLONING

ID Name	Organization	Registration Type	Preferred Name	Tickets Status	Amt Req	Amt O/S Comment
1 Winter, Mrs Mandy	PHAA	test	Mrs Mandy Winter	1 Inclusive	0.00	0.00
			Total:	**1**	**0.00**	**0.00**