



## Registering Group Attendees

Below are the instructions to register a group of individuals to receive the Group discount rate of 10% off of the individuals registration rate based on when the individual is added to the group registration.

1. Go to the registration site and register the first individual. This person will be the group leader and all registrations will be “owned” by them.
2. On the “Registration Summary” Page, click on “Add Person”



Your registration is almost complete. Please review your registration below and if everything is correct, click Next or Finish.

**REGISTRATION SUMMARY**

ouy yuio

Cancel **Add Person** Finished Adding People ▶

3. Select the appropriate registration type and enter your attendee’s information.

**Invitee Information**

\*First Name: z2

\*Last Name: z2

\*Email Address: z2@123.com

\*Re-enter Email Address: z2@123.com

\*Registration Type:   
Instructor   
Presenter   
Regular Attendees   
Government   
Academic

4. Hit the “Next” button and continue through the additional attendee registration questions.
5. Repeat steps 2-4 to keep adding registrants. When the 10<sup>th</sup> registrant is added, the system will apply a 10% discount to the cost of the Event registration to all current registrations in this group and any future registrations that you add to this group.

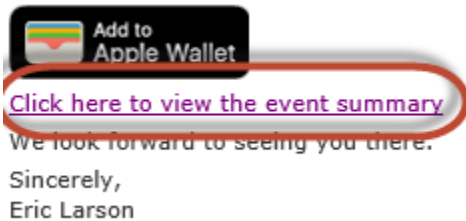


6. When done adding attendee click the “Finished Adding People” to take you to the Payment page. Choose a payment method and fill out the appropriate information and click “Finish” to complete the registration.



## Registering Additional Group Attendees

1. Click on the link at the bottom of your email confirmation



2. Enter your Confirmation Number then hit the "OK" button.

Information My Registration  
Confirmation My Agenda My Group

### PharmaSUG 2018

**Enter Confirmation**

In order to view your registration information, please enter your registration confirmation number.

Registrant: [Redacted] (Not you? Register for this event)

Confirmation Number:

To have the Confirmation Number sent to you, click this link: [Confirmation Number](#)

OK

3. Go the "My Group" tab and hit the "Add Person" button.

Information My Registration  
Confirmation My Agenda My Answers My Group

### PharmaSUG 2019 Conference Attendee Registration

**My Group**

Name	Email Address	Registration Type	Confirmation Number	Number Registered
z1 z1	z1@123.com	Regular Attendees	D4NXH4PMQFL	1
z2 z2	z2@123.com	Regular Attendees	HNNTGC3X5SV	1

Add Person Email Group Registrant Checklist



4. Select the appropriate registration type and enter your attendee's information

**Invitee Information**

**\*First Name:** z2

**\*Last Name:** z2

**\*Email Address:** z2@123.com

**\*Re-enter Email Address:** z2@123.com

**\*Registration Type:**

- Instructor
- Presenter
- Regular Attendees
- Government
- Academic

5. Hit the "Next" button and continue through the additional attendee registration questions.
6. Repeat Steps 3-5 for each additional attendee.