

# Multiple Registrations within the same Organisation

*Last Modified on 06/30/2016 1:30 am EDT*

## Option 1: Registration for multiple NEW members:

Member One: Clicks on Registration and selects their subscription.

Member one completes their details

When at the check out screen, there is a the option to **Add another registration**. Select this option.

A pop up box will appear, and ask whether this new registration is for the same person, or somebody else.

Click **Somebody Else**. This will take the member back to the subscription listing. Select the relevant subscription type for the next member.

The personal details form will appear. Enter the same email address as the first person who registered. A pop up window will appear, Select: **New Person Linked to [Member Name]**.

Follow the remaining prompts, and repeat if required.

## Option 2: Registration for multiple EXISTING members:

Member One: Clicks on Log In and enters their email address

Once logged in the member selects the subscription for the member they would like to register for.

The members details are then brought up and the member completes and questions

When at the check out screen, there is a the option to **Add another registration**. Select this option.

A pop up box will appear, and ask whether this new registration is for the same person, or somebody else or will list any linked members.

Select the relevant **Name**. This will take the member back to the subscription listing to select their correct subscription type.

Your personal details form will appear. On the right hand side of the page please select **Register A Linked Member**. Select the member you would like to register and their details will now pre-fill in the form.

Follow the remaining prompts, and repeat if required.

**Secondary member registering after Primary Member has already registered:**

1. Current member chooses the subscription for the new member, enters their email address and verifies the account.
  2. On the right hand side, there are two buttons. Select **Register Another Person to this Account**.
  3. Follow the remaining prompts, and repeat if required.
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