

Self-Reg Summer Symposium Group Registration

What you need to know...

With our new Eventbrite system, registering groups for an event has never been easier. Either register multiple individuals on their behalf or create a group and invite others to register individually as part of that group.

This document shares some helpful info when it comes group registrations.

Before Registering Multiple Individuals

If you are registering on behalf of someone, please first gather the following information:

- First and Last Name
- Email
- Phone Number
- Address
- Dietary Restrictions/Allergies
- Emergency Contact Information (name, number and relationship)
- Waiver Consent
 - You will be asked to agree 2 waivers on each registrant's behalf. Please ensure you have their expressed consent before agreeing. Copies of both waivers are linked below, and you are welcome to have each individual sign them prior to registration.
 - [Recreational Activity Release of Liability, Waiver of Claims, Express Assumption of Risk and Indemnity Agreement](#)
 - [Freedom of Information and Protection of Privacy Consent](#)

Setting Up a New Group

1. On the event page click **Tickets**
2. Select **Group**
3. Select **Create Group**
4. You will be prompted to sign up for an Eventbrite account or enter your email and password. Once logged in or signed up...
5. Type in your Group Name and then select **Create Group**
6. Select **Register** to begin registering those in your group on their behalf. Or Select **View Group Page** to add additional information about your group.

Modifying your Group or Group Registrations

To access your **Group Page**, follow these instructions:

1. Log in to Eventbrite
2. Under your account drop down menu select **Tickets**
3. Under the Groups and Fundraising section select the desired group

Click [here](#) for more information about updating your group's info, adding a group **password**, inviting additional group members, or for modifying registrations as part of a group. All of these actions can be done from your **Group Page**.

Registering as Part of a Group

If you have been invited to register as part of a group or you know a group has already been set up and you would like your registration to count towards that group, follow the steps below:

1. On the event page click **Tickets**
2. Select **Group**
3. Enter your Group's Name, then click on the matching group from the drop-down list
4. Select the ticket type[s] that you would like to purchase and click **Checkout**
5. Continue through the checkout process