

# ON-SITE REGISTRATION

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The on-site registration steps allows you anyone with the PMI Events Manager or PMI Invoices Manager to register someone to an event in person by accessing this section. You can have a laptop or tablet at the event and accept registrations on the spot and take cash or credit card payments. In this article you will see all 4 steps of this operation and you can also [watch our training video on how to use this section.](#)

## **Step 1 - Registrant Information**

The first step is to choose the event that you want to register this person for. Then, if they are a member of your chapter and have a PMI number, you can enter it and it will automatically fill the information for this registration, if not, you can put their first name and last name.

You must also enter their email address and you can use the checkbox to send their receipt to the email address. Lastly, the final checkbox allows you to create an account for them on the website if they do not currently have one. Click on "**Continue**" to go to the next step.

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Choose an event

[Switch to view past events](#)

#### Registrant Information

PMI Member Number

Participant's First Name\*

Participant's Last Name\*

Account Type: Guest

#### Additional Options

Send the receipt by email

Email address\*

This participant was not found in our system. Do you want to create an account?

[CONTINUE](#)

## Step 2 - Order Details

The order details screen is review the information before moving on to the payment details. You can also apply a direct discount here. Please note that in this discount field, you DO

NOT put a promo code, instead you put a direct dollar amount that you wish to discount and click on apply. Click on **"Continue"** to move on to the next step.

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<< Cancel

#### Cart

Event name	Date	Participants	Price
Special PMI Event	Wednesday February 22, 2023 at 6:00PM	1 Test Person	\$000 (Non member)

Enter discount amount (e.g. 9.25)

Subtotal \$000  
Total \$000

## Step 3 - Payment Details

If the person already has an account and that was matched with their PMI number, this information should already be filled out. If not, you will have to fill it out. If the event is free, you will not see the payment information but if a payment is required, you will have the option to choose cash or credit card. For the credit card, you will have to enter the number and the expiry date as well as the 3-4 digit security code. Afterwards click on **"Continue"** to process the payment and the registration.

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<< Cancel

### Billing Information

First Name* Text	Last Name* Person
Email* info@pmi.org	Phone
Company name	Address*
Address 2	City*
ZIP/Postal Code*	Country* Canada
State/Province*	

### Payment mode

Credit card  Cash

BACK CONFIRM

## Step 4 - Confirmation

On this screen you will a confirmation with the order number. This will automatically create an invoice on your website and add this person as a participant to that event. If an error occurred in processing the payment, you will see it on this screen.

To return to the first step to add another participant, click on "New Registration".

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Registration has been added to the list of participants.

Here is your confirmation number  
#order\_1678565795262

A confirmation email will be sent to info@pmi.org.

NEW REGISTRATION