

Multiple Registration Information for MABE Events

Option #1

One person can register him or herself and register multiple attendees. The leader of the group should register themselves first. Alternatively, an individual completing the registrations can register an individual who will be designated as the “leader” of this group. The email address for each person registered in the group is required. Note: The person completing the registrations may write in their own email address in the line item “alternate email”.

A full event registration form appears for the first person registered in the group. Click “Add guest’ to register the additional participants in the group.

Each time the lead registrant (or person completing the group registration) adds another “guest”, they will see a summary of all the guests they have entered. After the lead registrant clicks the “**Done**” button, they will see a summary of the group registration. The summary includes the fee structure for the type of group registration.

Option #2

A district or school administrator or leader should copy and complete the Google Drive excel sheet listing the names, roles, email address of all those they wish to register for their department, school or district. Email the copy of the Google Drive excel sheet to MABE and MABE will manually register the individuals on the excel sheet.