

Table of Contents

Part I Introduction	1
1 Logging In	1
2 Home	1
3 My Profile	2
Part II Registration	3
1 Starting A Registration	3
2 General	3
3 Attendees	5
4 Competitions	6
5 Store	8
6 Submit/Invoice	8
Part III After You Submit	9
1 Invoice	9
2 Returning Later For Invoice	9
3 Making Changes	10
Index	0

1 Introduction

This document is designed to step you through the registration process from logging in through to printing your invoice.

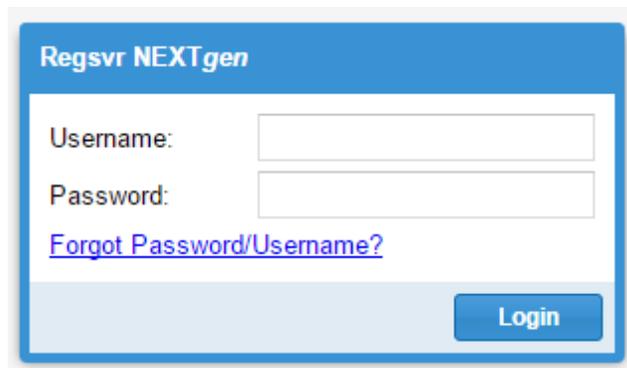
To continue, you will need your username and password provided to you by your Conference Administrator.

Your Registration Starts Here:

<http://nextgen.pixelpointllc.com/>

1.1 Logging In

Login with your username and password. If you are not sure of your login, you can click "Forgot Password/Username?" for help.



The image shows a login form titled "Regsvr NEXTgen". It contains two input fields: "Username:" and "Password:". Below the password field is a blue link that says "Forgot Password/Username?". At the bottom right of the form is a blue button labeled "Login".

1.2 Home

From your home screen you can access any current or upcoming registrations (Current Events) and any current or past invoices (Invoices).

Change Username/Password/Email

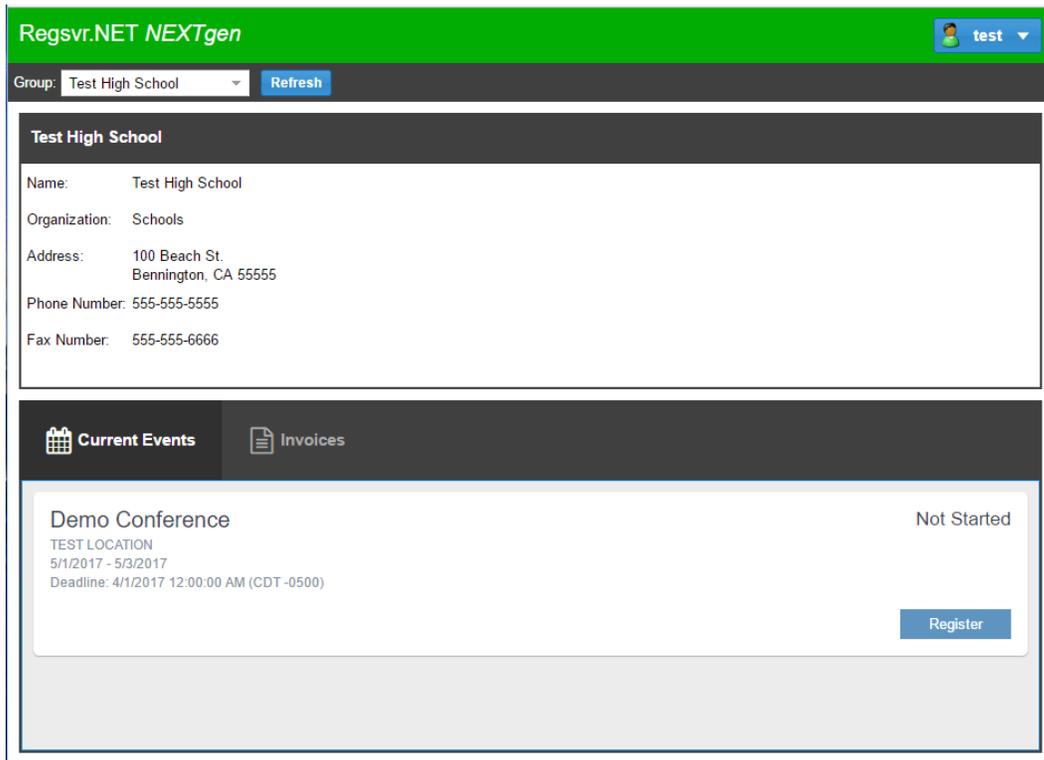
If you need to change your username, password, or email addresses, click on the blue button with your name on the top right, and select My Profile.

Accessing All Of Your Groups

If you have more than one group you are registering, you can select your other groups from the group drop down at the top.

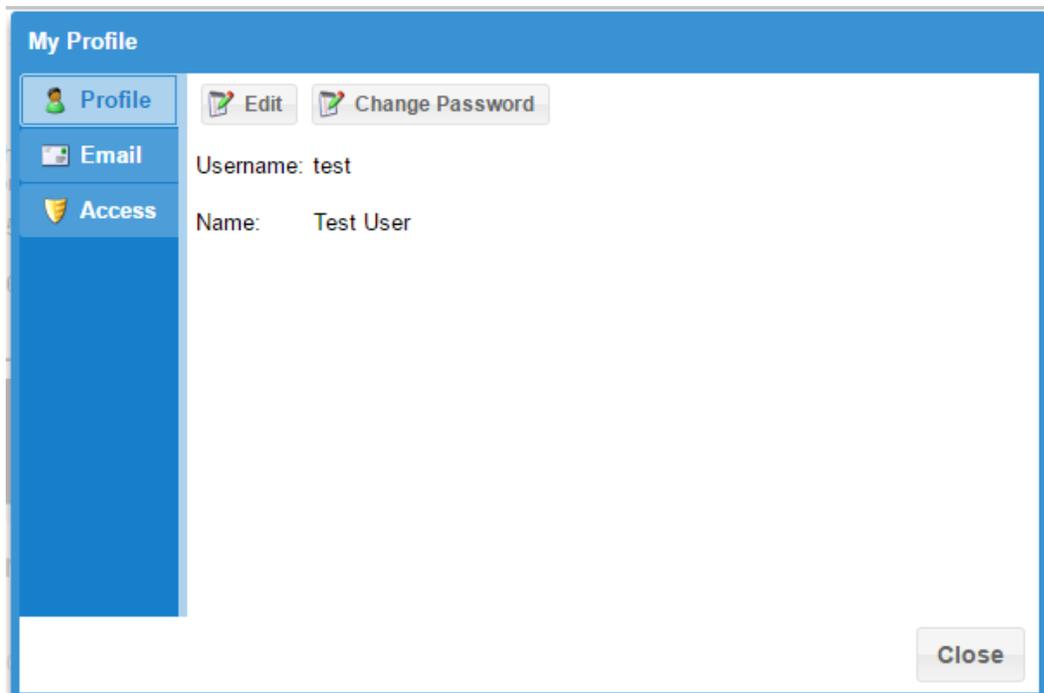
Access Your Registrations

To start your registration - click "Register". Once you submit your registration, you can also access your invoice from here.



1.3 My Profile

From the "My Profile" window, you can change your username, name, and password. You can also add multiple email addresses.\



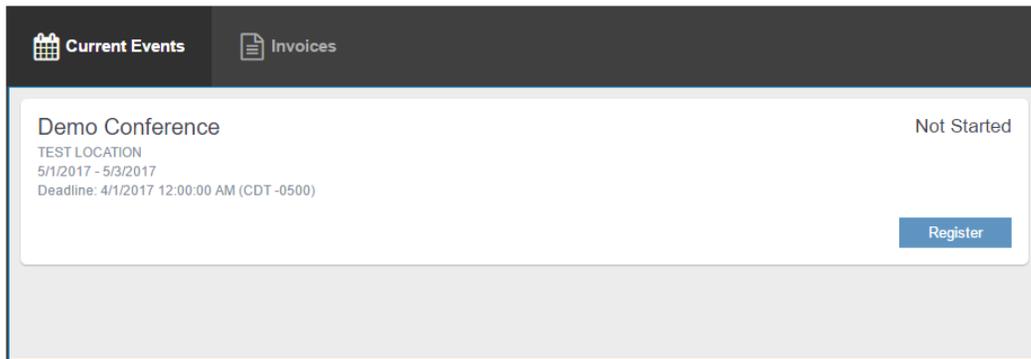
2 Registration

Registration is broken down into steps.

All of your changes are saved automatically. You can complete your registration all at once or enter some information and then return later to finish.

2.1 Starting A Registration

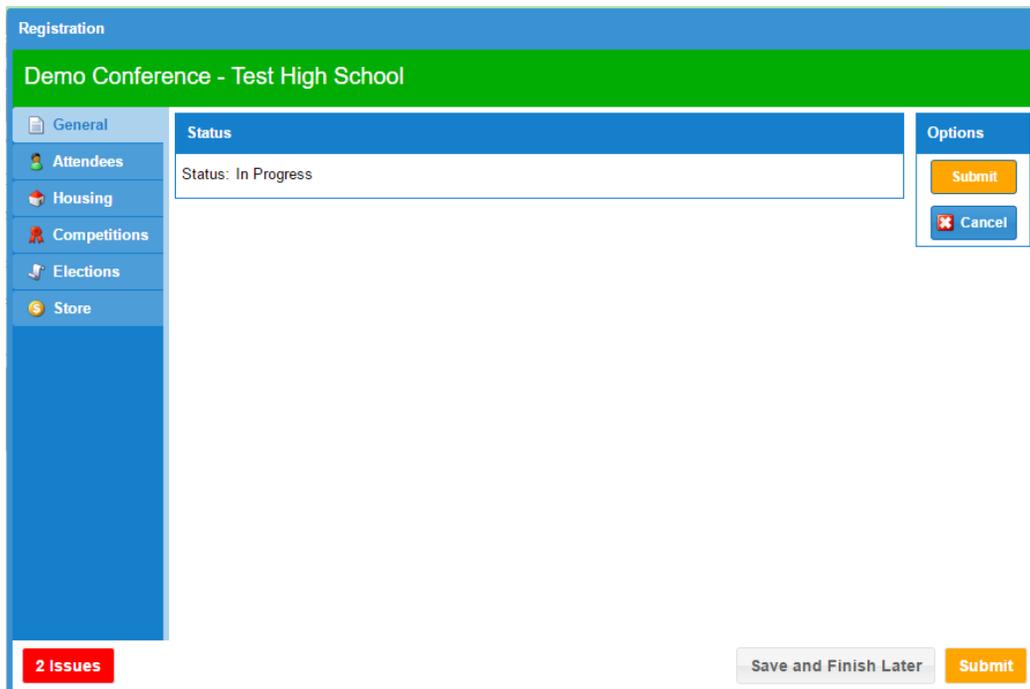
Click "Register" to start your registration.



2.2 General

Registration Home:

From here you can access each part of your registration, view issues, Submit when finished, and if necessary Cancel your registration.



Issues

From any part of your registration, the colored "Issues" button will be visible to you. The button is color coded and tells you the number of issues on the button. Click for more information.

Colors:

- **Red:** At least one critical issue was detected that requires your attention before you can submit.
- **Orange:** At least one warning issue was detected that you should review before submitting, however, it will not keep you from submitting.
- **Green:** No Issues were found, you are good to go!

The issue window will give you more detailed information as well as which part of your registration the issue is in.

The screenshot shows a web application interface for registration. A modal window titled "Issues" is open, displaying a table with two rows of issues. The background interface shows a sidebar with navigation options: General, Attendees, Housing, Competitions, Elections, and Store. At the bottom of the sidebar, a red button indicates "2 Issues". The main content area has a "Submit" button and a "Save and Finish Later" button. The "Issues" modal window has a "Close" button at the bottom right and an "Options" panel on the right with "Submit" and "Cancel" buttons.

Severity	Module	Issue
Warning	Registration	We expect to find at least one Chaperone in your registration. When you submit, you will need to provide a reason why there is no Chaperone in your registration.
Critical	Housing	No check in/out option selected.

2.3 Attendees

Here you can add all of your attendees.

To Add: Click the Add Button

To Edit: Double click one of your attendees

Registration

Demo Conference - Test High School

General Attendees Housing Competitions Elections Store

Add

Sort By Name Classification Order Added

	Bennett, Susan Female; Grade: N/A Shirt Size: M	Chaperone
	Brown, Mark Male; Grade: N/A Shirt Size: L	Chaperone
	Brown, Sherry Female; Grade: 9 Shirt Size: M	Student
	Jones, Jason Male; Grade: 11 Shirt Size: L	Student
	Smith, Jess	Student

1 Issue

Save and Finish Later Submit

Registration

Demo Co

General Attendees Housing Competitions Elections Store

Edit Attendee

General

First Name: John Last Name: Smith Sex: Male

Classification: Student Grade: 10

More Info

Shirt Size: S

Special Needs

Handicap: Deaf

Dietary: Vegetarian

Cancel Delete Save

1 Issue

Save and Finish Later Submit

2.4 Competitions

Adding Entries

Add - Select the event and click "Add" (You don't have to click the event first, but it does make it easier)

Tip: Click "Add" to create a registration for each Individual or Team. Once you've added the one Individual or Team, click OK and then click Add to create another.

Edit - Click the "Edit" button next to the registration you wish to edit.

The screenshot shows the 'Registration' interface for the event 'Demo Conference - Test High School'. The interface includes a sidebar with navigation options: General, Attendees, Housing, Competitions (selected), Elections, and Store. The main content area displays a table of registered attendees for the 'Competitions' category. The table has columns for Name, Group, and Registered. The 'Registered' column contains registration numbers and names. An 'Add' button is visible at the top left of the main content area, and a 'View By' dropdown is set to 'Attendee'. At the bottom of the interface, there are buttons for 'No Issues', 'Save and Finish Later', and 'Submit'.

Name ↑	Group ↑	Registered	Edit
Accounting	State	#11593: Sherry Brown	Edit
Community Service Project	State	#11594: Group Entry	Edit
Introduction to Business	State		
Marketing	State	#11595: Jason Jones, John Smith	Edit
Word Processing	State	#11596: Jane Smith	Edit

Add/Edit Screen

The top of the screen lists any rules and restrictions for the entry you are adding/editing. To select competitors, select the attendees on the left and click the bottom arrows to move them to the "Assigned" box.

Tip: Remember, if you are trying to add more than one individual entry or more than one team entry, setup your first entry, click Save, then click Add to start a new entry.

Registration

Demo Co

General

Attendees

Housing

Competition

Elections

Store

Edit Competition Registration

Competition

Event: Marketing

Type: Individual/Team

Team Size: 1-2

Grade Restriction: 9-12

Registration

Available	Assigned
Bennett, Susan (N/A)	Jones, Jason (11)
Brown, Mark (N/A)	Smith, John (10)
Brown, Sherry (9)	
Smith, Jane (9)	

Cancel Delete Save

No Issues Save and Finish Later Submit

2.5 Store

All items available in the store are listed here. Simply select how many of each item you want (0 if you do not want any).

The screenshot shows a web interface for a registration system. At the top, there's a blue header with the word "Registration" and a green bar below it with the text "Demo Conference - Test High School". On the left, there's a vertical navigation menu with icons and labels for "General", "Attendees", "Housing", "Competitions", "Elections", and "Store". The "Store" option is highlighted. The main content area is a table with columns for "Item", "Unit Price", "Qty", and "Total". There are two items listed: "Awards Session DVD" with a unit price of \$20.00 and a quantity of 0, and "Event Backpack" with a unit price of \$25.00 and a quantity of 3. The total for the backpack is \$75.00. There are "Edit" buttons next to each item. At the bottom of the table, there's a "No Issues" button on the left and "Save and Finish Later" and "Submit" buttons on the right.

Item	Unit Price	Qty	Total
Awards Session DVD Full Awards Session to have for years to come!	\$20.00	-	\$0.00
Event Backpack Backpack with conference logo!	\$25.00	3	\$75.00
			\$75.00

2.6 Submit/Invoice

Once you are finished and ready to submit, make sure you don't have any outstanding Issues (on the left) and then click Submit (on the right).

This screenshot shows a simplified version of the registration interface. It features a blue header, a green bar, and a vertical navigation menu on the left. The "Store" option is highlighted. The main content area is empty. At the bottom, there's a "No Issues" button on the left and "Save and Finish Later" and "Submit" buttons on the right.

Once submitted, you will be on the invoice screen. You can return to print your invoice at any time.

3 After You Submit

3.1 Invoice

Click "Print" to download your invoice as a PDF.

The screenshot shows a registration confirmation window titled "Registration" for "Demo Conference - Test High School". A green banner at the top says "Registration Submitted!". Below this is a table with registration details:

Status
Status: Submitted
Submitted On: 1/3/2017 10:04:44 PM (CST -0600)
Submitted By: Test User
Attendees: 6
Grand Total: \$1,475.00

To the right of the table is an "Options" panel with three buttons: "Open/Edit", "Cancel", and "Print". Below the table is an "Instructions" section with the text: "Please send your payment to: John Smith, Treasurer, Test Org, 555 Bennings St., Brownsville, CA 55555". At the bottom left is a green "No Issues" button, and at the bottom right is a "Close" button.

3.2 Returning Later For Invoice

At any time you can return to print your past invoice and review your registration.

Current Events - Your invoice will appear here until the event ends.

Invoices - Your invoice will remain here even after your event ends.

The screenshot shows a navigation bar with "Current Events" and "Invoices" tabs. The "Invoices" tab is active, displaying a card for "Demo Conference". The card contains the following information:

- Event Name: Demo Conference
- Location: TEST LOCATION
- Dates: 5/1/2017 - 5/3/2017
- Deadline: 4/1/2017 12:00:00 AM (CDT -0500)
- Status: Submitted

A green "Invoice" button is located at the bottom right of the card.

3.3 Making Changes

Making Edits

If your Event Administrator allows it, you can Edit your registration up until the deadline or when the Administrator ends registration. Click the "Open/Edit" button to reopen your registration. Be sure to resubmit when finished!

Canceling Your Registration

If your Event Administrator allows it, you can Cancel your registration up until the deadline or when the Administrator ends registration.

