

Process for Registering Other People From Your Organization

The first steps are the same as always. You either click the "Register" menu link, or from your Dashboard, you click the "register" link. This will take you to the registration page, as normal.

Account Dashboard

Please **register** for "AWG Innovation Showcase" to access the content.

You might have registered for another show, current or past, but you will need to **register** for this show, as well.

Your user account and login carries over from show to show, but not your registration.

registration form

registration type

Member / Store

contact information

John	Smith	
Owner	johnsmith@mystore.com	
123456	John Smith Company, LLC	
9876	John's Grocery	
2111 E Pecos		
Mailing Address (cont'd)		
Chandler	AZ	85225
480-555-0001		

Submit

Upon submitting, you will be taken to your Dashboard with the confirmation that you are registered, as normal. Now there is a link to register another person from your organization. This will take the user back to the registration form.

Account Dashboard

AWG Innovation Showcase Registration Updates

Registration Received and Approved

Thank you for signing up to attend the AWG Innovation Showcase. Check back periodically for updates.

If you would like to register another person from your organization, [click here](#).

This time, there is a notice that this is a registration for someone else. It also no longer prefills the contact boxes with the user's information. It does prefill other information now, though, matching the information from the initial registration. For employees, this is the division and the AWG booth that user is with (if any). For members, this includes the Equity name and number, the Store name and number, and the address. For vendors, this includes the vendor or broker and the address. A user can only register another person using the same registration type as his/her own registration type (e.g. Employees can only register other employees. Employees can't register a member.) This is designed so that users are only registering users within the same organization.

registration form

registration type

Member / Store

contact information

*** YOU HAVE ALREADY REGISTERED ***

Use this form to register another Member / Store attendee.

Please, do not register users that have not authorized you to do so.

If the user you are registering has not previously created a user account to access this website, one will be created when you submit the registration form.

Bill	Johnson	
Store Manager	billjohnson@mystore.com	
123456	John Smith Company, LLC	
9876	John's Grocery	
2111 E Pecos		
Mailing Address (cont'd)		
Chandler	AZ	85225
480-555-0002		

Submit

On submit, the user is taken back to the Dashboard, but this time, the confirmation says the other person was registered. If they didn't previously have a user account, one was created and the temporary password is shown. It is up to the registering user to relay this password to the user they just registered. The password is not shown again after this screen.

AWG Innovation Showcase Registration Updates

Registration Received and Approved

Bill Johnson has been registered for the AWG Innovation Showcase!

NOTE: A new user account was created. This user can sign in with 'billjohnson@mystore.com' and password 'temp21954'.

If this user has trouble logging in, the password can be reset through the the Forgot Password link on the login screen.

If you would like to register another person from your organization, [click here](#).