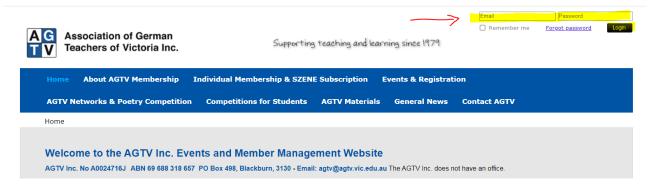
Registering for an AGTV PD on the Wild Apricot Companion Website

#### https://aogtovi.wildapricot.org/

1. Login with your email and password at the top right-hand corner of the website.

Trouble Shooting: The email must be the email the system recognises as yours. The email is your ID with the system. Some members have different emails e.g. a private and a school email. When they use a different one, the system does not recognise you as a member.

If you forget your password, you can request another.



- Once logged in, more headings appear and for an event, you will be able to see the types of registration for which your level of current membership is eligible.
  - The highlighted registration categories below show this person can register for an Individual member or Non-member registration. Eligible types are **bolded**.
    - Click on the 'Register' button.

Trouble-shooting: Only current members can access individual member rates.



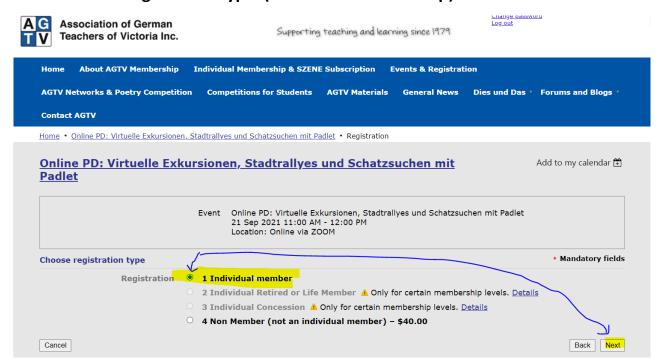
### 4. Click on the 'I'm not a robot' square.



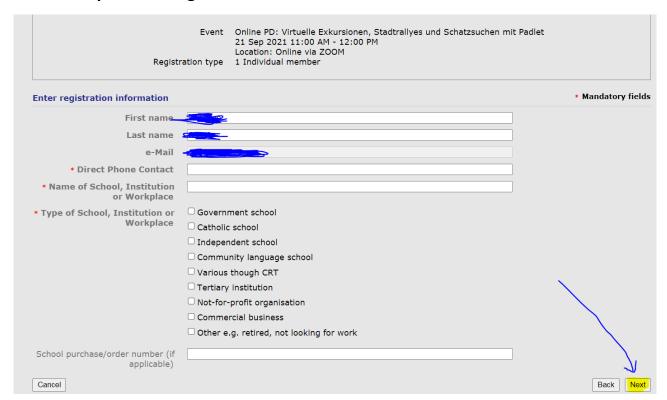
### 5. Click on 'Next'



## 6. Click the registration type (Individual membership) and then click 'Next'.



# 7. Complete the registration form and click on 'Next'.



## 8. Review your registration and click on 'Confirm'.



# 9. You will see the registration has been confirmed (if no payment is required), you can log out at top right-hand corner.



# 10. The system will automatically send a confirmation email to the email used for registration.

If the event is a paid event, you will be automatically be sent a receipt of registration pending payment email, but you will also be offered the option to pay online.

If you pay online, a receipt is automatically forwarded to the email.

If you pay by bank transfer, then payment needs to be manually processed after payment is received and a receipt is automatically forwarded to the email.

**NB:** If you want to review your registration, you need to use the email with which you registered.

