

## Instructions for on-line registration for the 2018 New England S-Press NASG Convention

There are separate registrations for the full convention and Saturday Vendor Hall only. These instructions are for the full convention, the Saturday only needs no additional instructions.

To start the registration, either keep these instructions available in a separate window or print them out.

1. Click **On-line Registration** on the home page.
2. Review the convention information on the registration page.
3. Click the **Register Now** button to the right of the convention logo.
4. **Are you a Club Member?** This only applies to Bristol Club members. Bristol members can Login and not have to re-enter Personal Information. Non-Bristol members just ignore this.
5. **Personal Information.** Please fill in.
6. Under **Registrant Type** choose type of registration. All primary registrants must be NASG members. If you are not, choose Non-NASG and \$20 will be added for a 6 month introductory membership. Family registrations are \$30 more than single, and include spouse and children. Please don't register someone else. Click **Next**.
7. Add spouse and children as guests. This should only be done if you chose a family registration on the last screen. There is no charge for the registration of individual family members. If this is a single registration, click **Next**. To add a family member, click **Add Guest to Registration**. Repeat the next steps for each family member.
  - a. On Add Guest pop-up, select the Add Guest tab. The Add Secondary/Tertiary Member does not apply.
  - b. Fill in first and last name as you want it on the name tag.
  - c. In Reg Type select Family Member. This is important so that a registration fee is NOT charged for any family members.
  - d. Click Save to return to add guest screen.
  - e. Repeat steps a-d for each family member.
8. Choose Activities for each registrant. The first screen will be for the primary registrant. Upon completion, click next, and if there are family members as part of this registration, the activities screen will be repeated for each registrant.
  - a. The first activity shown is the actual registration, and is automatically selected. Click the down arrow at the start of the line for an explanation of the price shown.
  - b. All other activities are optional. The price is shown at the right. Click the down arrow on the left for a description. To select an activity for this registrant, click the box at the right.
  - c. Note that the Bristol Club 70<sup>th</sup> Birthday party is free. We hope you will attend!
  - d. The last two activities are actually items. We are offering two Moxie Tank Cars as convention cars. The single car price is \$65, with a special price of \$125 for both cars. If you want to order cars to be picked up at the convention you can order them here. If you want them shipped to you please order them using the form on the Home Page.

There will be an opportunity later in the registration process to choose High rail or scale, and for a single car, road number.

9. The next screen will ask a few questions.
  - a. Choose the day you expect to arrive.
  - b. Enter your NASG number if you are a member.
  - c. If you are attending the banquet choose an entre for each registrant.
  - d. If you ordered Moxie cars choose Highrail or scale, and if a single car, road number.
10. The next screen is a summary screen. It should show the primary registrant and family members, plus all the activities and cost for each registrant, plus a Registration Total. If it looks ok, click **Complete Registration**.
11. At this point, your registration is saved. To complete the registration select the payment method. You can select either Credit Card Processed on this site or print invoice and send check.
  - a. If paying by credit card, fill in the required information. There will be a small convenience charge for processing the payment, typically about \$2-\$3 depending on the total payment. Enter credit card number with no spaces or dashes.
  - b. If paying by check, print out the invoice and send with a check to the address provided. The registration won't be complete, and space at activities reserved, until we receive payment.
  - c. Click Done for finish registration process.