

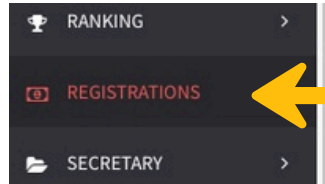


# Tutorial for Registering Participants in YMMS



## Step 1: Access the Registration Page

1. Navigate to the Gray Sidebar.
2. Click on REGISTRATIONS.
3. Select C014 REGISTER from the options.



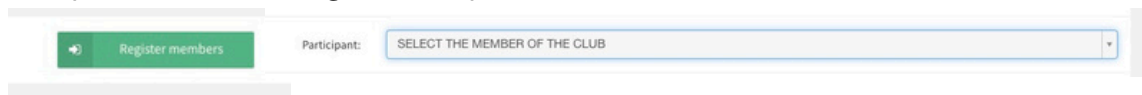
## Step 2: Add Records

1. Locate the Green Arrow on the right side, under the RECORDS section.
2. Click the green arrow to proceed to the registration process.

Id	Event	Opening	Closure	Start of records	End of records	Payment method	Total	Records
9588	ADVENTURER BIBLE GAME - CONFERENCE LEVEL	02/01/2025	02/01/2025	01/01/2025	01/27/2025	FREE	12	

## Step 3: Register Members

1. Click on Register members & select participant from the dropdown.
2. Scroll down and select TEAM #1 (if registering only one team).
  - If registering multiple teams, add additional teams as needed.
3. Once participant for the team is selected, scroll to the very bottom of the page.
4. Click the REGISTER MEMBER button (green button).
5. Repeat this process until you have registered 6 Adventurers and 6 Parents or Caregivers

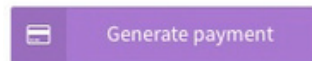


## Step 4: Finalize Registration

1. After completing the registration of all 12 participants:
  - Click on the purple button labeled Finalize Process.

## Step 5: Generate Payment Order

1. Since this is a free conference event, click the purple button labeled Generate Payment.



## Step 6: Print the Receipt

1. After generating the payment order, click on the yellow button to print the receipt.
2. Ensure to bring the printed receipt with you to the event.

