

AWARDS ^{GSA} 2024 CELEBRATION

DECEMBER 5 | SANTA CLARA, CA



REGISTRATION GUIDE



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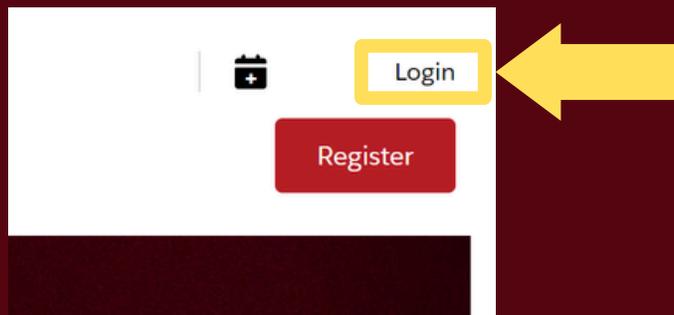
**AWARDS GSA
2024
CELEBRATION**

FIND YOUR REGISTRATION(S)

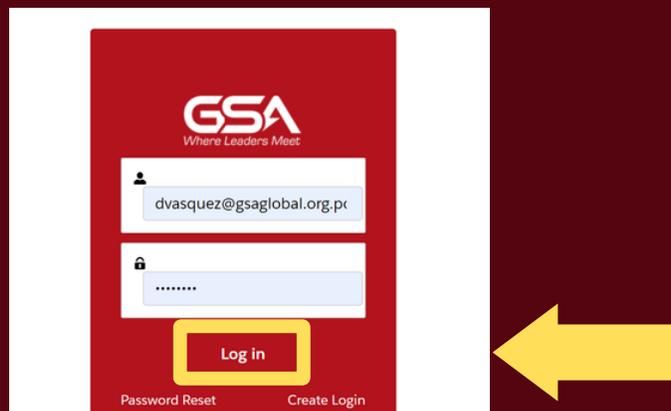
Navigate to the event page: [2024 GSA Awards](#)



Click **Login** at the top right.



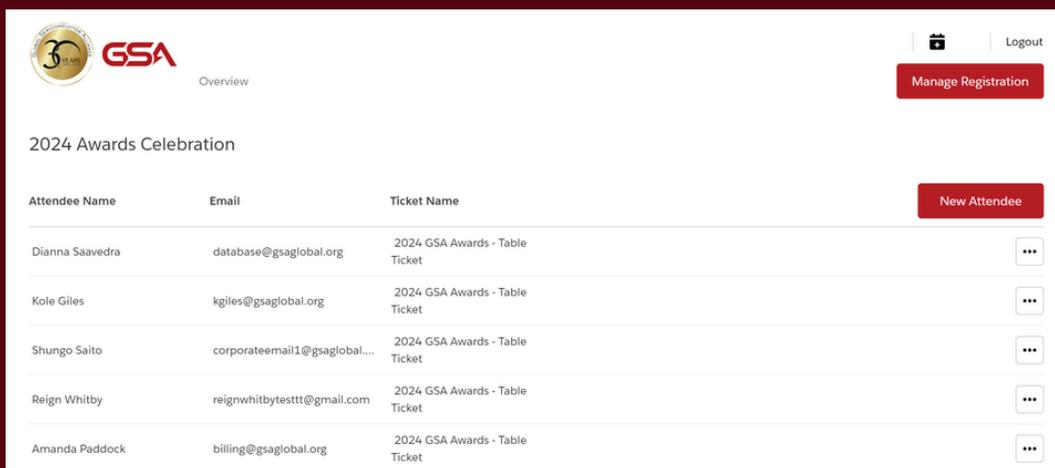
Enter your corporate email and password. **Log in.**



Click **Manage Registration** at the top right.



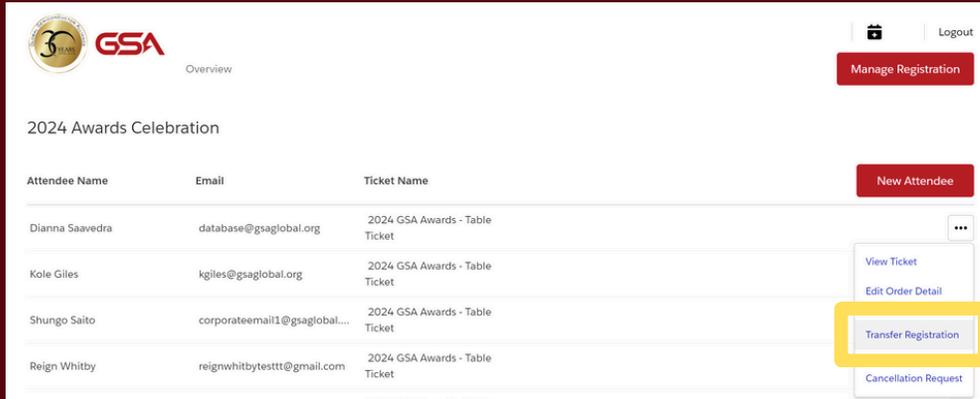
On this page, you can view and manage your attendee details.



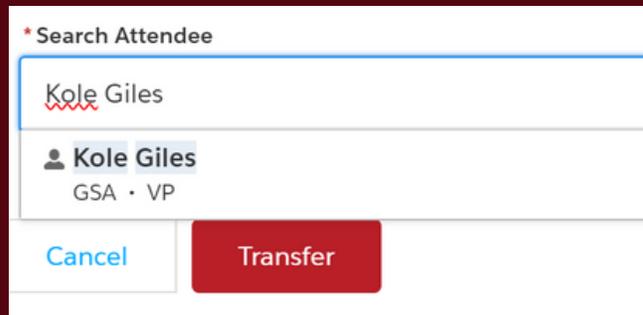
Continue to the following pages for instructions on **editing** attendee information.

TRANSFER A TICKET

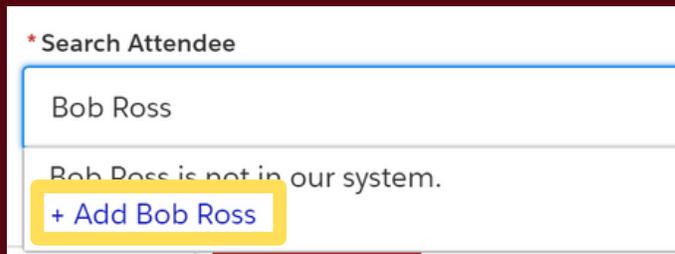
Click the three dots next to the ticket you would like to transfer.
Select **Transfer Registration**.



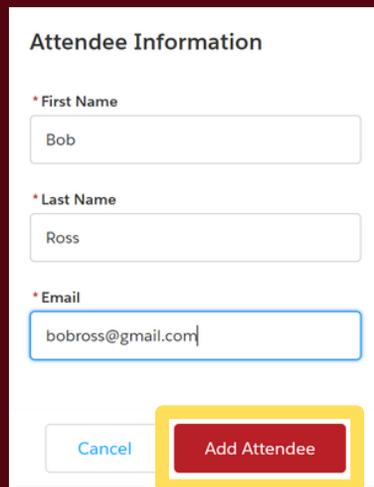
First, search for the name of your new ticket holder. (Tip: Use the title and company name to make sure it's the correct person.)



If the attendee name does not appear, click **+ Add [attendee name]**.



Enter your new ticket holder's first name, last name, and corporate email. Select **Add Attendee**.



Attendee Information

* First Name
Bob

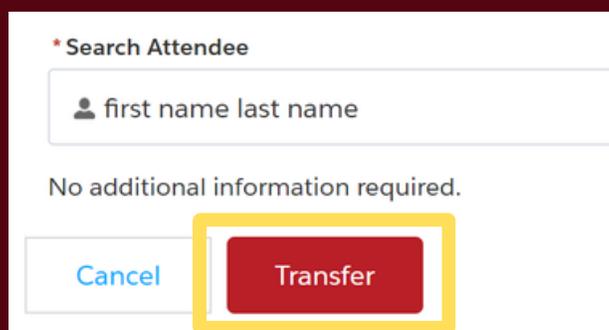
* Last Name
Ross

* Email
bobross@gmail.com

Cancel Add Attendee

A yellow box highlights the "Add Attendee" button, with a yellow arrow pointing to it from the right.

Once the correct attendee appears in the text box, click **Transfer**.



* Search Attendee

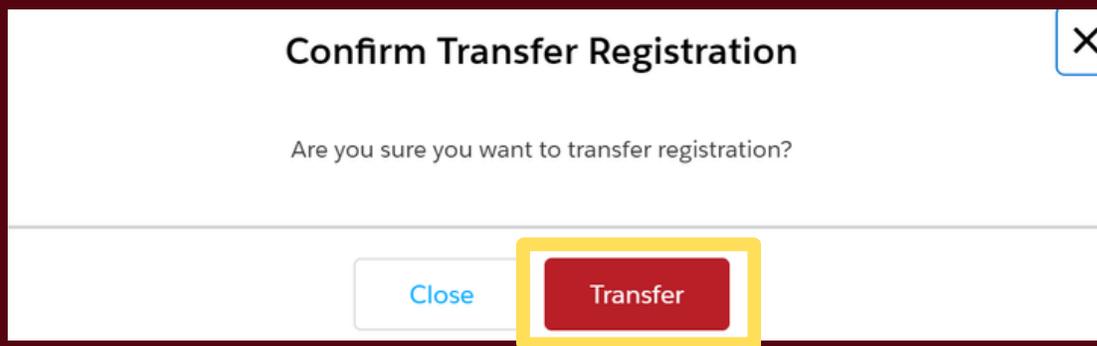
first name last name

No additional information required.

Cancel Transfer

A yellow box highlights the "Transfer" button, with a yellow arrow pointing to it from the right.

A dialog box will appear to confirm your selection. Click **Transfer** to finalize the ticket holder change. (Please note your new attendee will receive a confirmation email once finalized.)



Confirm Transfer Registration

Are you sure you want to transfer registration?

Close Transfer

A yellow box highlights the "Transfer" button, with a yellow arrow pointing to it from the right.

EDIT ATTENDEE DETAILS

Click the three dots next to the ticket you would like to edit. Select **Edit Order Detail**.

2024 Awards Celebration

Attendee Name	Email	Ticket Name	
Dianna Saavedra	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Kole Giles	kgiles@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Shungo Saito	corporateemail1@gsaglobal...	2024 GSA Awards - Table Ticket	...
Reign Whitby	reignwhitbytesttt@gmail.com	2024 GSA Awards - Table Ticket	...

New Attendee

Edit Order Detail

Transfer Registration

Cancellation Request

A dialog box will appear. Scroll down on the right side to view attendee details such as title, company, and dietary restrictions.

Dianna Saavedra

2024 GSA Awards - Table Ticket

* First Name
Dianna

* Last Name
Saavedra

* Email
dsaavedra@gsaglobal.org

Please add title for your GSA record & company name to appear on your badge:

Cancel Save

Edit details as needed. Click **Save**.

Dietary Restrictions:

Please check here if you have any food allergies.

If so, what are they?

peanuts

Cancel Save

CHECK TABLE ASSIGNMENTS

Table groupings can be confirmed on the Manage Registration site (see Pages 2-3 above for instructions on accessing this site).

Tables assignments are arranged in sets of 10. The first 10 attendees in the list will be seated at Table 1, the next 10 at Table 2, and so on.

Table 1

Table 2

The screenshot shows the 'Manage Registration' interface for the '2024 Awards Celebration'. It features a header with the GSA logo, 'Overview', and a 'Logout' link. A 'Manage Registration' button is in the top right. Below the header is a table with columns for 'Attendee Name', 'Email', and 'Ticket Name'. A 'New Attendee' button is in the top right of the table area. The table lists 20 attendees, with the first 10 grouped under 'Table 1' and the next 10 under 'Table 2'. Each row includes a three-dot menu icon for actions.

Attendee Name	Email	Ticket Name	
Dlanna Saavedra Test	dlannasaavedra@mailinator....	2024 GSA Awards - Table Ticket	...
Caitlin Kelley	ckelley@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Shungo Salto	corporateemail11@gsaglobal....	2024 GSA Awards - Table Ticket	...
Koie Giles	kgiles@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra Test	dlannasaavedra@yahoo.com	2024 GSA Awards - Table Ticket	...
Caitlin Kelley	ckelley@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Roseanna Martinez	rmartinez@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Reign Whitby	rwhitby@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra Test	dlanna11@mailinator.com	2024 GSA Awards - Table Ticket	...
Whitney Gailina	wgailina@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...
Dlanna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards - Table Ticket	...

To reorder your attendees, follow the Transfer Registration instructions on pages 4-5 above.





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