Introduction to the NEW Events Portal

The new way to register for FCIS Events!
What it is

FCIS has a brand new Events Portal to handle registrations for all events. All registration information, attendees, etc., (not payment information) will be stored in this new portal. Because school members are stored with the school, registration becomes a snap!
How to get there

events.fcis.org

This link is also on the FCIS website under Member Login. And on all of the event webpages.
Log in or Create Account

All Users - First Log-In

Go to www.events.fcis.org

Click Create Account and enter school email address, password, and First Name/Last Name

If you are an existing user*, you will get a message stating that your email or password is incorrect. If so, Click Reset Password.

You will be prompted to Complete Profile to add an initial role.

*The developer created this portal from the PLC portal. Therefore, some users are already in the system and will just need to reset their passwords.
Your Profile/Role

Choose any dietary restrictions. Click **Update My Details**

Scroll down to Roles and input

- Title
- Select Your School (or Non-Members choose Florida Council of Independent Schools and you will be prompted to enter your school name)
- Today’s date
- Select a Position: If you are in charge of registering others from your school, choose Registration Manager. You can have multiple roles.

Click **Add Role**
Register for an Event

Click on your role in the right side orange box underneath **My Role**

You should see all active Events. Find the event you are registering for.

Click Submit/Add Registration

If you are registering yourself, you should only see your name.

If you are registering others, choose all of the people you are registering. Note dietary restrictions are available. The Registration Manager role will be covered in the next slide.

Scroll down. Either **Save** to finish later or **Submit by Credit Card** or **Submit by Check**
Registration Manager

The role of Registration Manager was developed for events with large registrations (like the convention). The Registration Manager role can register multiple people at the same time.

To add a new member to your registration (and school) Choose any dietary restrictions.

Input

- Their Title
- Select Your School (or Non-Members choose Florida Council of Independent Schools and you will be prompted to enter your school name)
- Today's date
- Select a Position: If you are in charge of registering others from your school, choose Registration Manager. You can have multiple roles.

Click Sign Up Person

You can add all members of your school community by downloading the template at the top of the events page or feel free to contact FCIS

Email completed template to kdanger@fcis.org
Email Confirmations to Registration Manager (example)
Email confirmation to Attendee (example)
**Email confirmation of credit card payment (example)**

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<td><strong><a href="mailto:caddison@fcis.org">caddison@fcis.org</a></strong></td>
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Questions? Contact us!

Technology: Cindy Addison, caddison@fcis.org
Event: Nicole Robison, nrobison@fcis.org
Billing/Payment: Keara Danger, kdanger@fcis.org