

# 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](https://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](http://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 is in use. 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 (This is the Title that would appear on a nametag)
- 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 and click **Select**
- 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**

**NOTE:** If you have the **PLC Manager** role, click **My Profile** and add either Registration or another role for the events portal. The PLC Manager role was brought over from that system.

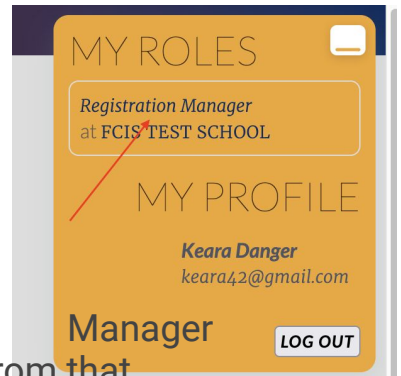
You should see all active Events. Find the event you are registering for.

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 from the newsletter or feel free to contact the FCIS office

Email completed template to [kdanger@fcis.org](mailto:kdanger@fcis.org)



# Email Confirmations to Registration Manager (example)

Hello **Test3 FCIS**,

This reply serves ACADEMY AT OCEAN REEF as a confirmation of your registration for staff members to attend the following FCIS event:

**New Teacher Institute 2024**

*DoubleTree by Hilton Hotel Orlando at SeaWorld, Orlando  
September 8th – 10th, 2024*

**Payment**

Payment is **\$1190** by check.

Please send the payable amount to:

**Florida Council of Independent Schools**  
1211 N. Westshore Boulevard, Suite 404  
Tampa, FL 33607

**Attendees**

Attendees registered in this payment are:

- **Nicola Laak**
- **Test Person**

Thank you for registering. Please read the important information below.

*DoubleTree by Hilton Hotel Orlando at SeaWorld is located at 10100  
International Drive, Orlando, FL 32812.*

**Hotel Reservations**

The hotel group rate is \$109 (plus resort fee and applicable taxes). Participants are expected to make their own hotel reservations. The registration fee does not include the price of the guest room. To make a reservation online, use this [Hotel Booking Link](#). By phone, call +1 (407) 352-1100, and mention that you are part of the FCIS group.

The hotel deadline is Friday, August 23, 2024. To receive the group rate at the resort, reservations must be made on or before this date. *Once the room block is sold out, there may not be rooms available at this rate.*

**Cancellation & Refunds**

All hotel cancellations must be made directly through the hotel in accordance with hotel policy. Event refund requests must be made in writing and emailed to Keara Danger, Director of Business and Operations, at [kdanger@fcis.org](mailto:kdanger@fcis.org). There is a \$50 processing fee.

Questions? Contact Nicole Robison, Director of Professional Development, at [nrobison@fcis.org](mailto:nrobison@fcis.org) or at +1 (813) 287-2820.

Log in to the FCIS Events website to view your school's attendees or add more attendees from your school to this event.

Yours,

**FCIS Events**  
Future Ready



To: [Test@gmail.com](mailto:Test@gmail.com)

Hello **Test Person**,

This reply serves as a confirmation of your registration to attend the following FCIS event:

**New Teacher Institute 2024**

*DoubleTree by Hilton Hotel Orlando at SeaWorld, Orlando  
September 8th – 10th, 2024*

Thank you for registering. Please read the important information below.

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Yours,

**FCIS Events**  
Future Ready

# Email confirmation to Attendee (example)



# Email confirmation of credit card payment (example)

\*\*\*\*\* TEST MODE \*\*\*\*\*

You're attending!

## Order Information

Description: Goods or Services

## Billing Information

Cindy Addison



[caddison@fcis.org](mailto:caddison@fcis.org)


## Shipping Information

**Total: \$595.00 (USD)**

## Payment Information

Date/Time: 15-May-2024 7:37:23 PDT

Transaction ID: 0

Payment Method: 

Transaction Type: Purchase

Auth Code: 000000

## Merchant Contact Information

Adam Khan



FCIS Events - Future Ready



# Questions? Contact us!

Technology: Cindy Addison, [caddison@fcis.org](mailto:caddison@fcis.org)

Event: Nicole Robison, [nrobison@fcis.org](mailto:nrobison@fcis.org)

Billing/Payment: Keara Danger, [kdanger@fcis.org](mailto:kdanger@fcis.org)

