

IGHR: Purchasing Course Add-ons and Meal Plans

Are you ready to register for IGHR 2020? To reserve your favorite course, please take time to read the instructions prior to registering for Course Add-ons and Meal Plans to know the exact steps you need to experience a smooth registration.

Notes:

- All courses come with a digital syllabus, entry to evening sessions, Sunday evening reception, and Thursday dinner buffet.
- You may purchase a printed syllabus and / or meal plans for yourself.
- You may purchase guest events for the Sunday evening reception, lunches, Monday and Thursday dinner buffets, and / or evening sessions.

(Images shown below are for instructional purposes only.)

Login

1. Open your Internet browser and enter our website address: ighr.gagensociety.org
2. Click **Faculty/Attendee Login-Logout**. The Faculty and Attendee Login page displays.
3. Enter your Username and Password.
4. Click **Log In**. The My Account page displays.

Home / My Account

CLICK TO REGISTER FOR IGHR COURSES
Registration Cancellation Request

Your Registrations

Title	Location	When	# Tickets	Actions
Prototype - Methods & Sources - Test		January 14, 2020 8:00 am	4	⚙️

■ Approved Registration, Active Event	■ Pending Payment Registration, Upcoming Event	✉️ Resend registration notification.
■ Cancelled Registration, Expired Event	■ Wait List Registration, Upcoming Event	💳 Make a payment
■ Declined Registration, Cancelled Event	■ Inactive Event	📄 View Receipt
■ Incomplete Registration, Sold Out Event	■ Postponed Event	📄 View Invoice
■ Not Approved Registration	👤 Edit the registration details.	

Course Add-ons and Meal Plans

Event	
+ Printed Course Syllabus - \$15	Registration Add-ons
+ Guest For Sunday Reception - \$15.00	Registration Add-ons
+ Guest Lunch (4 lunch tickets - Monday through Thursday) - \$102.99	Registration Add-ons
+ Attendee Lunch (4 lunch tickets - Monday through Thursday) - \$102.99	Registration Add-ons
+ Guest Dinner (1 dinner ticket - Monday) - \$36.99	Registration Add-ons
+ Attendee Dinner (1 dinner ticket - Monday) - \$36.99	Registration Add-ons
+ Guest Thursday Dinner (Thursday) - \$36.99	Registration Add-ons

Purchasing Course Add-ons and Meal Plans

IGHR has several Course Add-ons and Meal Plans available for 2020.

Note: Please refer to the IGHR 2020 [Dining Options](#) including our meal selections.

Event	
+ Printed Course Syllabus - \$15	Registration Add-ons
+ Guest For Sunday Reception - \$15.00	Registration Add-ons
+ Guest Lunch (4 lunch tickets - Monday through Thursday) - \$102.99	Registration Add-ons
+ Attendee Lunch (4 lunch tickets - Monday through Thursday) - \$102.99	Registration Add-ons
+ Guest Dinner (1 dinner ticket - Monday) - \$36.99	Registration Add-ons
+ Attendee Dinner (1 dinner ticket - Monday) - \$36.99	Registration Add-ons
+ Guest Thursday Dinner (Thursday) - \$36.99	Registration Add-ons

You have two options for registering for Course Add-ons and Meal Plans:

- Registering for Course Add-ons while purchasing your course
- Registering for Course Add-ons after purchasing your course

Registering for Course Add-ons While Purchasing Your Course

1. Select your course (refer to IGHR Course Registration instructions). The Event Cart displays.

Home / Registration Checkout			
Event Cart			
Details	Price	Quantity	Total
Prototype - Methods & Sources - Test			
Prototype - Methods & Sources - Test : (For Prototype - Methods & Sources - Test)	\$620.00	1 + -	\$620.00
Event Cart Subtotal		1	\$620.00
Event Cart Total		1	\$620.00
		<input type="button" value="Empty Event Cart"/>	<input type="button" value="Update Event Cart"/>
		<input type="button" value="Return to Events List"/>	<input type="button" value="Proceed to Registration"/>

2. Click . The My Account page displays.
3. Click or **Registration Add-ons** for the desired add-ons to display the details, price, and quantity.
4. Select the Quantity (or a number).

Details	Price	Qty
Class Syllabus	\$15.00 (USD)	<input type="radio"/>
<input type="button" value="Add To Event Cart"/>		

- Click [Add To Event Cart](#). The Registration Checkout page displays with the updated Event Cart.

Event Cart			
Details	Price	Quantity	Total
Prototype - Methods & Sources - Test			
Prototype - Methods & Sources - TEST : (For Prototype - Methods & Sources - Test)	\$620.00	1 <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="🗑️"/>	\$620.00
ighr test : (ighr@gagensociety.org) *	-\$50.00	1	-\$50.00
Printed Course Syllabus - \$15			
Class Syllabus : Please print your registration information (For Printed Course Syllabus - \$15)	\$15.00	1 <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="🗑️"/>	\$15.00
Event Cart Subtotal		2	\$585.00
Event Cart Total		2	\$585.00
<input type="button" value="🗑️ Empty Event Cart"/>		<input type="button" value="↻ Update Event Cart"/>	
<input type="button" value="⏪ Return to Events List"/>		<input type="button" value="Proceed to Registration ⏩"/>	

- Click if you make any changes in the Quantity column.
- Click to make purchase additional add-ons.
- Repeat until all Course Add-ons have been added to the Event Cart.
- Verify all the information in the Event Cart is correct.
- Click to complete your purchase.

Registering for Course Add-ons and Meal Plans After Purchasing Your Course

- Click or [Registration Add-ons](#) for the desired add-ons to display the details, price, and quantity.
- Select the Quantity (or a number).

Details	Price	Qty
Class Syllabus	\$15.00 (USD)	<input type="radio"/>
<input type="button" value="Add To Event Cart"/>		

3. Click [Add To Event Cart](#). The Registration Checkout page displays with the updated Event Cart.

Home / Registration Checkout

Event Cart

Details	Price	Quantity	Total
Printed Course Syllabus - \$15			
Class Syllabus : Please print your registration information (For Printed Course Syllabus - \$15)	\$15.00	1 + -	\$15.00
Event Cart Subtotal		1	\$15.00
Event Cart Total		1	\$15.00

[Empty Event Cart](#) [Update Event Cart](#)

[Return to Events List](#) [Proceed to Registration >](#)

4. Click [Update Event Cart](#) if you make any changes in the Quantity column.
5. Click [Return to Events List](#) to make purchase additional add-ons.
6. Repeat until all Course Add-ons have been added to the Event Cart.
7. Verify all the information in the Event Cart is correct.
8. Click [Proceed to Registration >](#) to complete your purchase.

Completing Your Attendee Information

1. Enter your Personal Information including checking the Liability Waiver box.

Name and Description	Qty	Price	Total
Prototype - Methods & Sources - Test: (For Prototype - Methods & Sources - Test)	1	\$620.00	\$620.00

Attendee 1

Personal Information

First Name *
Bailey

Last Name *
Molohon

Email Address *
klmphotohound@gmail.com

Best Contact Phone Number? *
4045551212

Emergency Contact Name *
K Molohon

Emergency Contact Name Phone *
4045551212

Liability Waiver *
 Liability Waiver: I agree and acknowledge that my participation in the Institute of Genealogy and Historical Research (IGHR) 2020 is of my own free will and that I assume responsibility for my own well-being.

2. Enter your Address Information

Note: Changes made in your Personal Information details will be synced with your user profile.

Address Information

Address *
1505 Cunningham Road SW

Address2

City *
Marietta

Country *
United States


State/Province *
Georgia
click here to add a new state/province

Zip/Postal Code *
30008

Phone Number *
4045551212

3. Review your information for accuracy. If incorrect, please correct it before clicking 'Proceed to Payment Options'.


Registration Checkout

1. Click . The Registration Checkout page displays.


Home / Registration Checkout


Registrations: 1

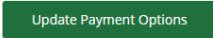
Name and Description	Price	Qty	Total
Printed Course Syllabus - \$15			
Class Syllabus: Please print your registration information (For Printed Course Syllabus - \$15)	\$15.00	1	\$15.00
Total			\$15.00



Please Select Your Method of Payment

 **Invoice**
Downloadable PDF





2. Select a method of payment using one of the following options:
 - Invoice: to pay with a check and mail via the USPS
 - PayPal: to pay with a credit / debit card or PayPal account (a PayPal account is not required to pay with a credit / debit card)

Please Select Your Method of Payment

Invoice Downloadable PDF PayPal

[Update Payment Options](#)

3. Click [Update Payment Options](#) If you selected Invoice, your invoice will display for printing. If you select PayPal, you will be redirected to the PayPal system.

(Note: Paying via Invoice – Payment via check must be made within 5 business days of your registration date. Failure to do so will result in cancellation of your registration. Please include a copy of your invoice with your check and mail to Georgia Genealogical Society, P.O. Box 550247, Atlanta, GA 30355-2747.)

4. Click [View Full Order Confirmation Receipt](#) to print a copy of your Confirmation Receipt when the Congratulations dialog box displays.

Congratulations

Your registration has been successfully processed.

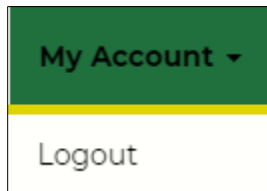
Check your email for your registration confirmation or click the button below to view / download / print a full description of your purchases and registration information.

[View Full Order Confirmation Receipt](#)

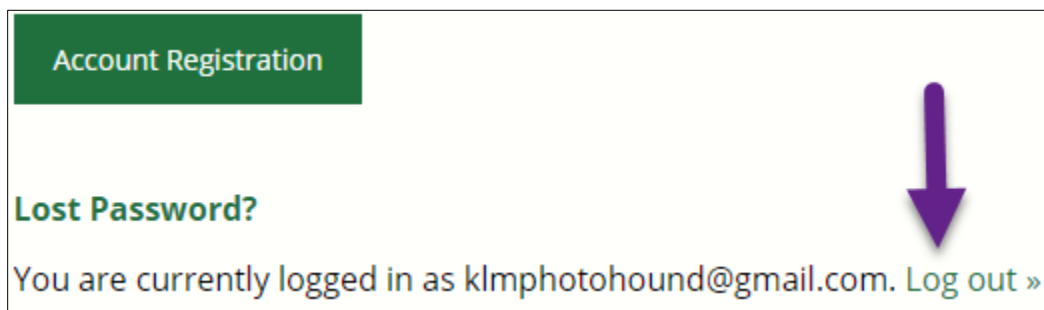
Logging Out of My Account

Once you have completed paying your course tuition and / or Course Add-ons and Meal Plans, please be sure to log out of My Account. This is a two-step process.

1. Click **My Account**, the Logout drop-down displays.



2. Click **Logout**. The My Account page displays with information that you are currently logged in.



3. Click **Log out**. The Faculty and Attendee Login page displays.