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 . The Faculty and Attendee Login page displays.
3. Enter your Username and Password.
4. Click . The My Account page displays.

![Login Steps and Registration Details](image-url)
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.

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.

2. Click **Return to Events List**. The My Account page displays.

3. Click **+ Registration Add-ons** for the desired add-ons to display the details, price, and quantity.

4. Select the Quantity (or a number).
5. Click [Add To Event Cart]. The Registration Checkout page displays with the updated Event Cart.

6. Click [Update Event Cart] if you make any changes in the Quantity column.

7. Click [Return to Events List] to make purchase additional add-ons.

8. Repeat until all Course Add-ons have been added to the Event Cart.

9. Verify all the information in the Event Cart is correct.

10. Click [Proceed to Registration] to complete your purchase.

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

1. Click [+] or [Registration Add-ons] for the desired add-ons to display the details, price, and quantity.

2. Select the Quantity (or a number).
3. Click Add To Event Cart. The Registration Checkout page displays with the updated Event Cart.

![Event Cart](image)

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.

![Attendee Information](image)
2. Enter your Address Information

![Address Information Form]

- **Address**: 1505 Cunningham Road SW
- **City**: Marietta
- **Country**: United States
- **State/Province**: Georgia
- **Zip/Postal Code**: 30068
- **Phone Number**: 404551212

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

Registration Checkout

1. Click [Proceed To Payment Options]. The Registration Checkout page displays.

![Registration Checkout Page]

- **Name and Description**: Printed Course Syllabus - $15
- **Price**: $15.00
- **Qty**: 1
- **Total**: $15.00

Submit Promotion Code

Please Select Your Method of Payment

- [Invoice]
- [PayPal]

Update Payment Options
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)

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.
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.

   ![My Account dropdown](image)

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

   ![My Account logged in](image)

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