

IGHR: Course Registration

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

(Images shown below are for instructional purposes only.)

Login

On February 1, 2020 login to your account prior to the initial registration time for your course. (Refer to [IGHR Registration: Creating or updating your account](#)). After the initial registration time, login to your account to register at any time.

Rolling IGHR Course Registration Schedule for 1 February 2020							
Eastern Time	9:30 am	10:30 am	11:30 am	12:30 pm	1:30 pm	2:30 pm	3:30 pm
Courses	1 & 13	5 & 7	2 & 6	8 & 12	3 & 10	4 & 11	9

There is a countdown timer on each course letting you know how many days, hours, minutes, and seconds remain before the course opens for registration. **Please do not refresh your screen or take any action until the countdown timer displays all zeros for your selected course.** This will slow down registration for others registering before you and could possibly lock up the IGHR registration system for everyone.

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.



Locating the List of Courses

1. Click . The IGHR Courses page displays.
2. Scroll down to your desired course.
3. Click . The full course description displays.
4. Read the pertinent information at the top of the page as it provides information about Georgia Genealogical Society (GGS) member discounts. You will need these discount (promotion) codes later in the registration process if you are a GGS member or desire to become a GGS member.

5. Scroll down to the Details area. The Course and Event Registration information displays.

Details	Price	Qty
Course and Event Registration	\$620.00 (USD)	Goes On Sale February 1, 2020

(Note: GGS member discount information will not display on this page. It can be applied later in the registration process.)

Beneath the 'Details' area is the countdown timer.



6. **Wait patiently** until the countdown timer displays all zeros.
7. Click your Internet browser refresh / reload page icon (🔄). The selected course page redisplay with the name of the course and the Details 'Qty' column activated.

Details	Price	Qty
Prototype - Methods & Sources - Test	\$620.00 (USD)	<input type="radio"/>

8. Select in the 'Qty' column.

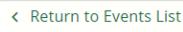
9. Click . The Registration Checkout page displays with your selected course.

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



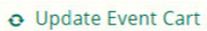
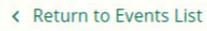




(Note: If your course is sold out, you may select the option to add yourself to the waitlist. As space becomes available in the course, the waitlist will be cleared, and you will be notified if you are accepted into the course. If your first-choice course is not available and you have a second-choice course, please waitlist yourself for your first-choice course and then register for your second-choice course.)

Checking Your Event Cart

Confirm that the details in the Event Cart are correct. Remember that the GGS member discount has not been applied at this point in the registration process. If you are registering for a course or purchasing a syllabus or meal tickets at the same time, you will have multiple events in your cart.

(Note: Reminder that you can only register for one course per transaction and email. If you plan to register for another person, you must have that person's account credentials [Username and Password] to log in to their account and then register them for the desired course. Each attendee must register through their own account as IGHR is unable to separate the transactions and names into the respective individual accounts.)

- If the details are incorrect, perform one of the following actions:
 - Change the quantity of event being purchased (except course registration)
 - Delete the event using the  icon (deletes the selected event)
 -  (deletes all items in the event cart)
 -  to update any changes made to the event cart
 -  to select another course or other add-ons

(Note: You cannot register for more than one course during a single transaction. If you attempt to change the Quantity of the course, you will receive the following warning.

An error has occurred: ✕

You have attempted to purchase 1 ticket but that would result in too many tickets in the Event Cart for this event.

The registration limit for this event is 1 ticket per transaction, therefore the total number of tickets you may purchase at any time can not exceed 1.

2. Click [Proceed to Registration >](#) if the information is correct. The Attendee Information page displays.

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 *
kimphotohound@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](#)

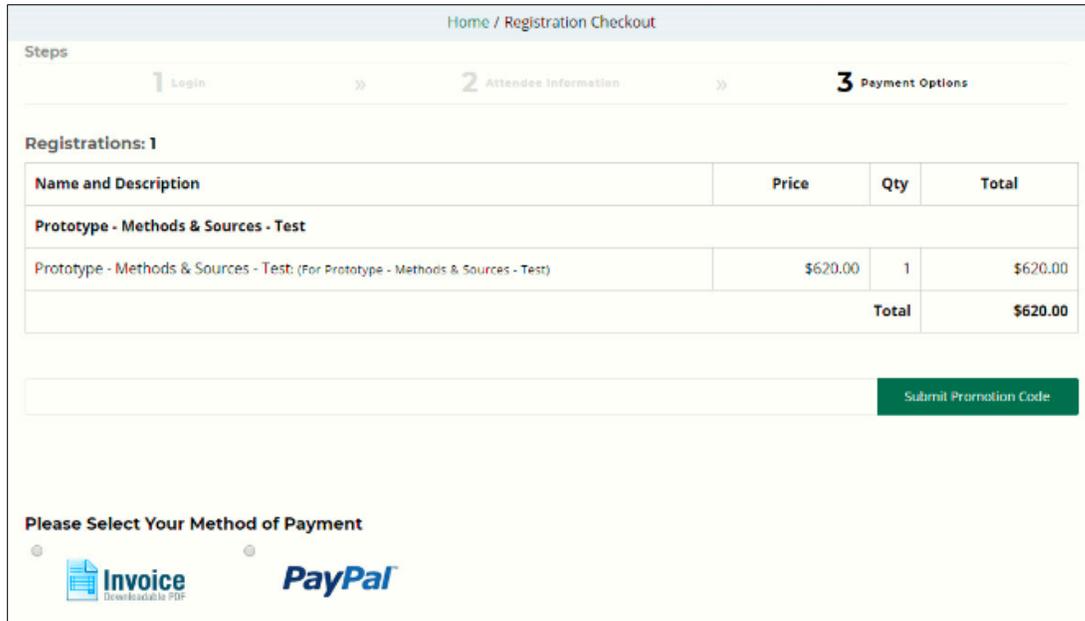
Zip/Postal Code *
30008

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

Steps

1 Login » 2 Attendee Information » 3 Payment Options

Registrations: 1

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

Submit Promotion Code

Please Select Your Method of Payment

Invoice PayPal

(Note: The amount displayed still does not have any GGS member discount applied.)

2. Go to Step 4 if you are a GGS member or would like to become a GGS member.
3. Go to Step 7 if you are not a GGS member nor desire to become a GGS member
4. Locate the Promotion Code entry dialog box to enter an applicable discount (promotion) code.



Submit Promotion Code

5. Perform any of the following actions to receive a GGS member discount during registration.
 - Enter the email address associated with your GGS membership subscription in the Promotion Code dialog box to receive a \$50.00 discount off of the \$620.00 tuition price. (Total price reflected after submitting the promotion code will be \$570.00.)



GGS membership email address Submit Promotion Code

- Enter 'SINGGGS' to become a GGS member (individual membership subscription) and receive a \$50.00 discount off the \$620.00 tuition price. (Total price reflected after submitting the promotion code will be \$605.00 [\$570.00 tuition plus \$35.00 GGS individual membership subscription]).



SINGGGS Submit Promotion Code

- Enter 'FAMGGS' to become a GGS member (family membership subscription) and receive a \$50.00 discount off the \$620.00 tuition price. (Total price reflected after submitting the promotion code will be \$610.00 [\$570.00 tuition plus \$40.00 GGS family membership subscription]).



FAMGGS Submit Promotion Code

6. Click **Submit Promotion Code**. An acceptance message displays, and the total amount of the course tuition updates.

Home / Registration Checkout

Steps

1 Login » 2 Attendee Information » 3 Payment Options

Registrations: 1 Accepted x

Name and Description	Price	Qty	Total
Prototype - Methods & Sources - Test			
Prototype - Methods & Sources - Test: (For Prototype - Methods & Sources - Test)	\$620.00	1	\$620.00
Discount: GGS Family Membership + Course Registration: (FAMGGS) *	-\$10.00	1	-\$10.00
Event Sub-Total			\$610.00
Total			\$610.00

Submit Promotion Code

7. 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

8. 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.
- Paying via Invoice

[Download PDF](#) [Switch to Receipt](#)



IGHR Institute of
Genealogy and
Historical Research
Georgia Genealogical Society

Georgia Genealogical Society
PO Box 550247
Atlanta, GA 30355-2747
ighr@gagensociety.org

INVOICE

Date: January 14, 2020
Registration Code: 4697-82-1-2092
Transaction ID: 4697

Payment MUST BE MADE within 5 business days of registration. You may be contacted after 15 days for follow up if we have not received your payment.

Bill To:

Bailey Molohon
1505 Cunningham Road SW
Marietta, Georgia
United States

Purchases

Item	Description	Qty	Price	Total
Prototype - Methods & Sources - Test	(For Prototype - Methods & Sources - Test)	1	\$620.00	\$620.00
			Sub-Total	\$620.00 (USD)
			Total	\$620.00 (USD)

* taxable items

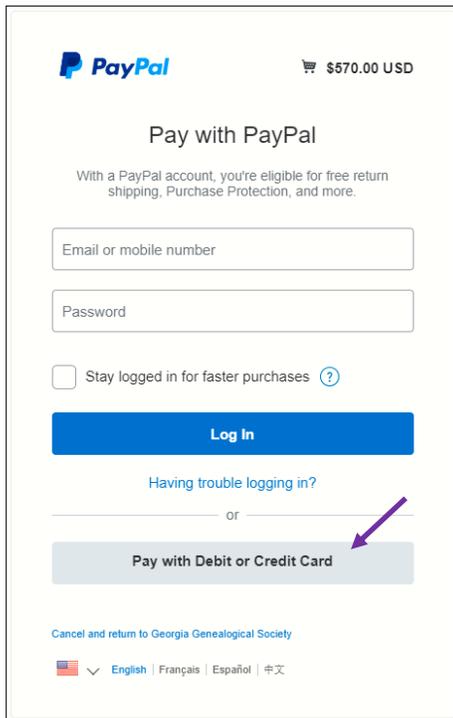
Payments

Payment Method	Date	Transaction Id / Cheque #	P.O. / S.O.#	Status	Amount
No approved payments have been received.					
				Total Paid	\$0.00 (USD)
				Amount Owed	\$620.00 (USD)

[Download PDF](#) [Switch to Receipt](#)

(Note: 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.)

- Paying via PayPal (a PayPal account is not required to pay with a credit / debit card)



PayPal \$570.00 USD

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Email or mobile number

Password

Stay logged in for faster purchases ?

Log In

Having trouble logging in?

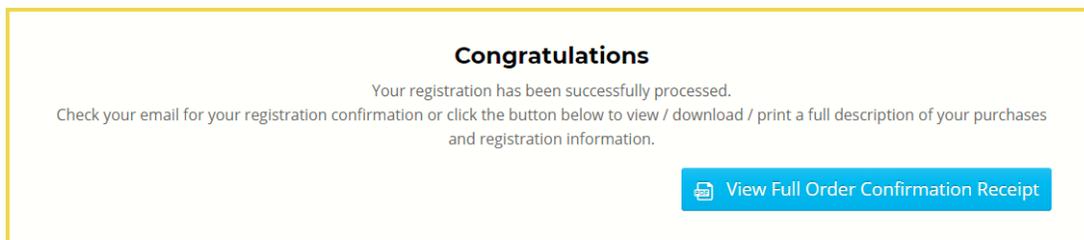
or

Pay with Debit or Credit Card

Cancel and return to Georgia Genealogical Society

English | Français | Español | 中文

9. 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](#)

Purchasing Course Add-ons and Meal Plans

To purchase Course Add-ons and Meal Plans including a printed syllabus, refer to the [IGHR: Purchasing Course Add-ons and Meal Plans](#) instructions.

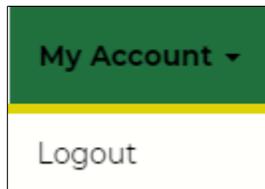
Cancelling a Registration Request

Refer to the [IGHR: Cancelling Your Registration\(s\)](#) instructions.

Logging Out of My Account

Once you have completed paying your course tuition and / or syllabus or 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.