

## IGHR: Course Registration

Are you ready to register for IGHR 2021? 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.)

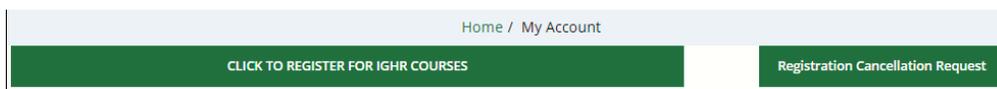
### Login

On your applicable course registration date (see below), login to your account just 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.

Revised IGHR 2021 Course Registration Opening Schedule						
Courses	1 & 13   5 & 7	2 & 6	8 & 12	3 & 10	4 & 11	9
<b>Date</b>	Wednesday March 10	Thursday March 11	Friday March 12	Saturday March 13	Monday March 15	Tuesday March 16
<b>Eastern Time</b>	11:00 am	11:00 am	11:00 am	3:00 pm	11:00 am	11:00 am
<b>Central Time</b>	10:00 am	10:00 am	10:00 am	2:00 pm	10:00 am	10:00 am
<b>Mountain Time</b>	9:00 am	9:00 am	9:00 am	1:00 pm	9:00 am	9:00 am
<b>Pacific Time</b>	8:00 am	8:00 am	8:00 am	12:00 pm	8:00 am	8:00 am

IGHR 2021 course registration ends for all courses at 11:55 p.m. ET (Eastern Time) on Saturday, 3 July 2021

1. Open your Internet browser and enter our website address: [ighr.gagensociety.org](http://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 [CLICK TO REGISTER FOR IGHR COURSES](#). The IGHR Courses page displays.
2. Scroll down to your desired course.
3. Click [View Details](#). 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 Thirteen	\$545.00 (USD)	Goes On Sale March 6, 2021

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

6. **Wait patiently** until the time for your course to open for registration Eastern Time.
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
Course Thirteen	\$545.00 (USD)	🔵

8. Click [Add To Event Cart](#). The Registration Checkout page displays with your selected course.

Home / Registration Checkout			
Event Cart			
Details	Price	Quantity	Total
Course PROTOTYPE - Locked			
Course Thirteen : (For Course PROTOTYPE - Locked)	\$545.00	1 + - 🗑️	\$545.00
Event Cart Subtotal		1	\$545.00
Event Cart Total		1	\$545.00
		<a href="#">🗑️ Empty Event Cart</a>	<a href="#">🔄 Update Event Cart</a>
		<a href="#">&lt; Return to Events List</a>	<a href="#">Proceed to Registration &gt;</a>

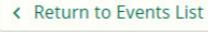
(Note: If your course is sold out, you may select the option to add yourself to the waitlist. As space becomes available in the course, the waitlist will be cleared, and you will be notified if you are accepted into the course. If your first-choice course is not available and you have a second-choice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

## Checking Your Event Cart

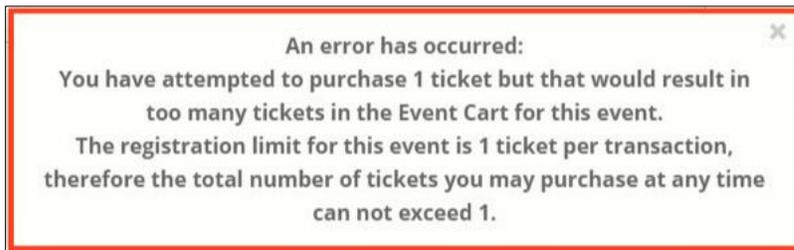
Confirm that the details in the Event Cart are correct. Remember that the GGS member discount has not been applied at this point in the registration process.

**(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.)

1. If the details are incorrect, perform one of the following actions:

- 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

**(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.



2. Click  if the information is correct. The Attendee Information page displays.

## Completing Your Attendee Information

1. Enter your Personal Information

Home / Registration Checkout

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**Steps**

1 Login    »    2 Attendee Information    »    3 Payment Options

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In order to process your registration, we ask you to provide the following information.  
Please note that all fields marked with an asterisk (\*) are required.

**Details**

Name and Description	Qty	Price	Total
Course Thirteen: (For Course PROTOTYPE - Locked)	1	\$545.00	\$545.00

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Attendee 1

**Personal Information**

**First Name \***

**Last Name \***

**Email Address \***

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

2. Enter your Address Information

**Address Information**

**Address \***

**Address2**

**City \***

**Country \***

**State/Province \***

[click here to add a new state/province](#)

**Zip/Postal Code \***

**Phone Number \***

**Note:** If you reside in country other than Canada or the United States, please select United States and then select State / Province of Georgia. Once you have completed your registration, please send an email to [ighrregister@gagensociety.org](mailto:ighrregister@gagensociety.org) advising your name and international mailing address.

3. Enter the Registration information

**Registration**  
Must Answer

**Best Contact Phone Number \***

**Course Completion Certificate Name \***

Liability Waiver: I agree and acknowledge that my participation in the Institute of Genealogy and Historical Research (IGHR) 2021 is of my own free will and that I assume responsibility for my own well-being. \*

Yes, I Agree

IGHR Copyright Protection Policy for Presentations / Syllabus / Audio / Video / Photography / Social Media - Terms and Conditions: I have read the revised IGHR Copyright Protection Policy. \*

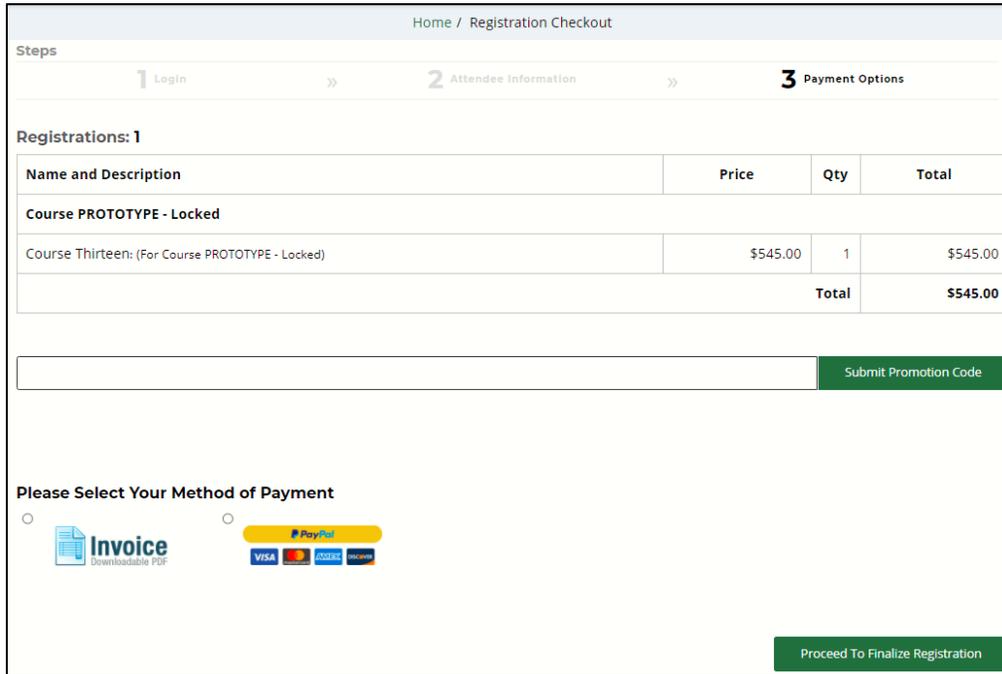
Yes, I Agree

[return to Event Cart](#) [Proceed To Payment Options](#)

4. 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.



Name and Description	Price	Qty	Total
<b>Course PROTOTYPE - Locked</b>			
Course Thirteen: (For Course PROTOTYPE - Locked)	\$545.00	1	\$545.00
<b>Total</b>			<b>\$545.00</b>

(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 dialog box to enter an applicable discount (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 in the Promotion Code dialog box to receive a \$50.00 discount off of the \$545.00 tuition price. (Total price reflected after submitting the promotion code will be \$495.00.)

GGG membership email address
Submit Promotion Code

- Enter 'SINGGGS' to become a GGS member (individual membership subscription) and receive a \$50.00 discount off the \$545.00 tuition price. (Total price reflected after submitting the promotion code will be \$530.00 [\$495.00 tuition plus \$35.00 GGS individual membership subscription]).

Submit Promotion Code

- Enter 'FAMGGS' to become a GGS member (family membership subscription) and receive a \$50.00 discount off the \$545.00 tuition price. (Total price reflected after submitting the promotion code will be \$535.00 [\$495.00 tuition plus \$40.00 GGS family membership subscription]).

Submit Promotion Code

6. Click Submit Promotion Code. The 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**

Name and Description	Price	Qty	Total
<b>Course PROTOTYPE - Locked</b>			
Accepted <span style="float: right; font-size: x-small;">✕</span>			
Course Thirteen: (For Course PROTOTYPE - Locked)	\$545.00	1	\$545.00
Discount: SINGGGS: Individual Membership + Class Registration (SINGGGS) ( SINGGGS )	-\$15.00	1	-\$15.00
Event Sub-Total			\$530.00
<b>Total</b>			<b>\$530.00</b>

Submit Promotion Code

**Please Select Your Method of Payment**

**Invoice**  
Downloadable PDF

**PayPal**

Proceed To Finalize Registration

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**  
VISA MASTERCARD DISCOVER AMERICAN EXPRESS

[Proceed To Finalize Registration](#)

8. Click [Proceed To Finalize Registration](#)
  - If you selected Invoice, the Thank You / Congratulations page displays.

Home / Thank You

**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](#)

**Registration Details**

for : Course PROTOTYPE - Locked

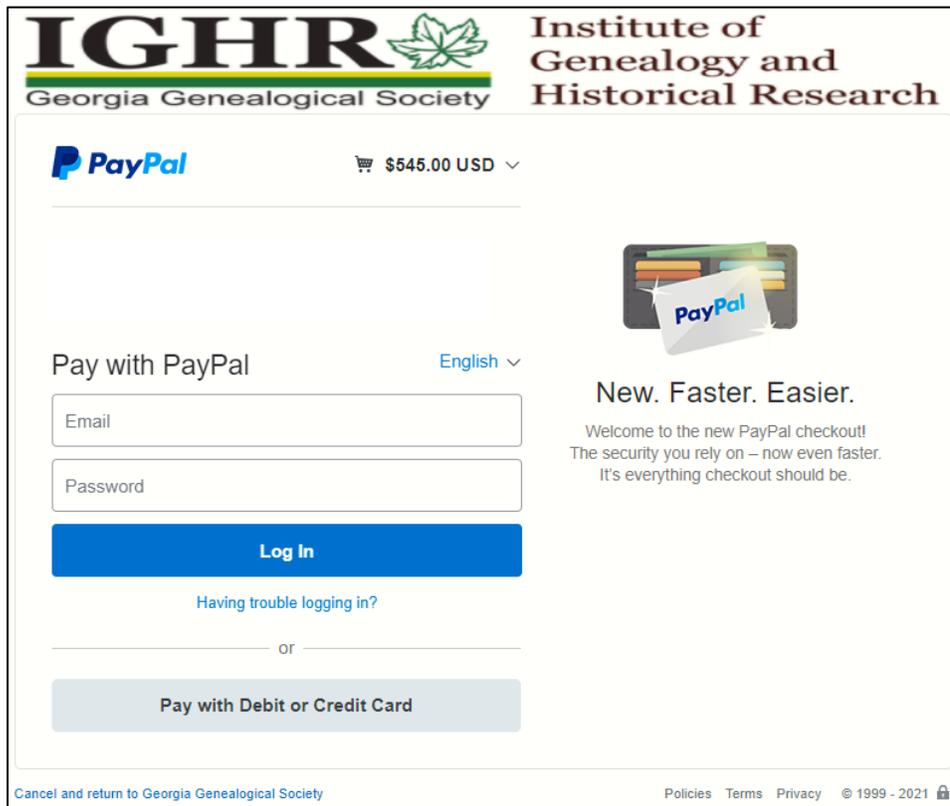
Registrant Name	REG Code	REG Status
Karen Molohon <small><a href="#">edit info</a> <a href="#">resend email</a></small>	2539-15-1-bcc6	★ Approved

[Click here to edit All Attendee Information](#)

**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.

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

- If you select PayPal, you will be redirected to the PayPal system.



**Note:** Paying via PayPal (a PayPal account is not required to pay with a credit / debit card).

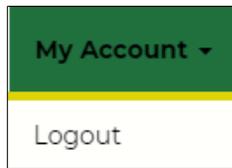
## Canceling a Registration Request

Refer to the [IGHR: Canceling Your Registration](#) instructions.

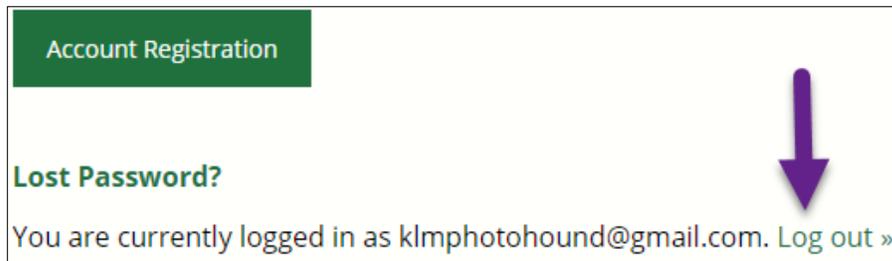
## Logging Out of My Account

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.