IGHR 2022 Navigator

IGHR

Georgia Genealogical Society

Celebrating 60 years of Premier Genealogy Education!

Registration Guide

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Welcome to IGHR 2022!

We are pleased to announce our IGHR 2022 simplified, registration process. It is important that you read this guide before 19 March 2022, which is the initial day of IGHR 2022 registration. Our new registration system is powered by RegFox. All the information you need to register for a course will be entered on a single web page.

The Navigation Registration Guide contains all the **important information** you need to enhance your registration experience.

- Course Registration
- Waitlist Registration
- Course Cancellation
- Course Transfer
- RegFox Account

Let's get started!

(Several images are contained in this guide for informational purposes only and to allow you to become familiar with the registration information display.)

You will not need to create an account prior to registration. An account can only be created after you complete your registration. Creating an account will allow you to change the following registration information: email address, mailing address, phone number, course completion certificate name, and post nominals.

Please ensure your Internet browser allows pop-ups to display. If not, please set your browser to allow pop-ups prior to registration. If your settings ask what website to allow pop-ups to display for, enter: www.regfox.com.

Apple Safari

Firefox Mozilla

Google Chrome (including Android devices)

Microsoft Edge

Microsoft Internet Explorer 11

Opera

Course Registration

1. Review the **IGHR 2022 Courses** prior to registration to determine which course you would like to register for this year.
2. Determine the initial course registration time using the schedule below.

Rolling IGHR 2022 Course Registration Schedule for Saturday, 19 March 2022							
Courses	**1 & 13**	**5 & 7**	**2 & 6**	**8 & 12**	**3 & 10**	**4 & 11**	**9**
Eastern Time	9:30 AM	10:30 AM	11:30 AM	12:30 PM	1:30 PM	2:30 PM	3:30 PM
Central Time	8:30 AM	9:30 AM	10:30 AM	11:30 AM	12:30 PM	1:30 PM	2:30 PM
Mountain Time	7:30 AM	8:30 AM	9:30 AM	10:30 AM	11:30 AM	12:30 PM	1:30 PM
Pacific Time	6:30 AM	7:30 AM	8:30 AM	9:30 AM	10:30 AM	11:30 AM	12:30 PM
All Times are Daylight Saving Time							

3. Prior to registration (optional)
   a. Select your course from the [IGHR Courses](#) page and request to receive an email when registration opens with a direct link to your course registration. With this direct link, there will be no need to come back to the IGHR website to start the registration process.

   b. Click / tap **Course 14** (your desired course). The 'Registration Not Yet Open' dialog box displays.

   c. Enter your preferred email address.
   d. Click / tap **SUBMIT**. When your course registration opens, you will receive an email with the direct registration link to use on 19 March 2022.
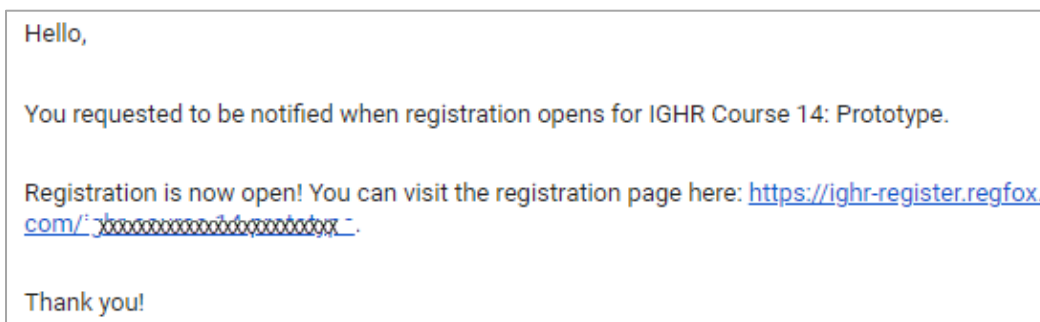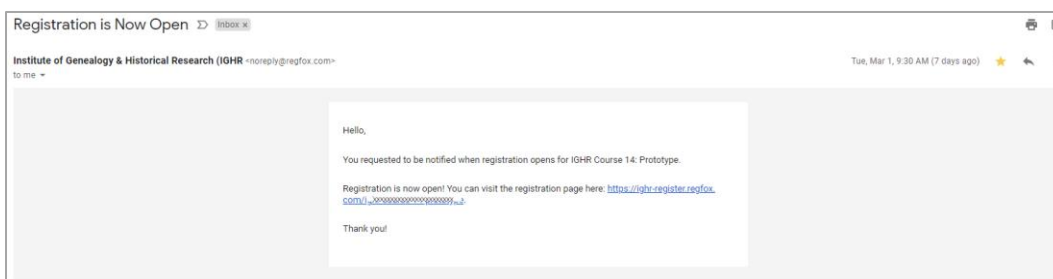
4. Registration on / after 19 March 2022 – perform either of the following processes:
   a. Registration is Now Open Email
      1) Open the 'Registration is Now Open' email (from Step 3 above)
      2) Click / tap the 'registration page' link in the email. The IGHR 2022 Virtual Institute course registration page displays.
      3) Go to Step 5 – Complete the IGHR 2022 Virtual Institute page for your course.

b. IGHR Course Registration from the website
  1) Select your course registration link from the [IGHR Courses](#) page. The registration page will open if the course is open for registration. If the course is not open, the 'Registration Not Yet Open' dialog box displays.

  2) Click / tap **Course 14** (your desired course). The IGHR 2022 Virtual Institute course registration page displays.
  3) Go to Step 5 – Complete the IGHR 2022 Virtual Institute page for your course.

5. Complete the IGHR 2022 Virtual Institute page for your course.

   Notes:
   ▪ Prior to registration gather the information required to complete the IGHR 2022 Course Registration section, GGS Member Discount Code (see Note below), and Billing Information (including your credit card number, expiration date, and CVV number) as shown below.
   ▪ Should you complete your registration without using the GGS Member Discount Code, IGHR cannot reimburse you.

Registration section	Description
1	Course description information. **Note:** Confirm you have selected your preferred course before proceeding. If not, go back to [IGHR Courses](#) and select the correct course.
2	IGHR 2022 Course Registration information, enter the following: name, preferred email address, IGHR email opt-in (Select to receive future communications from IGHR), preferred phone number, mailing address, certificate name (including any post nominals), and IGHR Agreement Approval (select that you have read the agreements)

3	▪ Course Registration Amount
	  • Course registration: select the course with the tuition of $545.00.
	  • GGS Member Discount Code: enter the discount code and click **Apply**. **Note:** GGS members will receive an email with the discount code on 14 March 2022 if your membership is valid on that day. If you join GGS or renew a GGS membership on / after 14 March 2022, you will receive the GGS Member Discount Code in your GGS Member Welcome email. **You will not be able to purchase a GGS Membership with your IGHR tuition.**
	▪ Billing Information
	  • Enter the billing information. Once you have completed the IGHR 2022 Course Registration Information (from Registration section 2 above), select **Copy <attendee name> information below** and the information will be copied from the previous section (see Registration section 4 below).
	  • Select your payment method: 'Credit Card' or 'Pay via check'.
	    ✓ If you select Credit card, enter your credit card information.
	    ✓ If you select Pay via check, follow the instructions for submitting your payment which will display in the online confirmation and in your confirmation email.
	▪ Finalize your registration to reserve your seat in the course
	  • Click / tap **SUBMIT**. The 'Success! Registration is complete.' information box displays with the option to share with your friends on social media.
	  • Click the **X** on the upper right to close the information box. Your online Confirmation information displays.
	  • Print the Confirmation information for your records. **Note:** You will also receive a confirmation email with your registration information.

1

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Course 14 Prototype Registration Begins:
0 days, 0 hours, 0 minutes, 0 seconds

IGHR 2022 Virtual Institute

Course 14: Prototype

Opens for Registration 1 March 2022 at 9:30 AM ET

Description

Learn or review the processes for researching family history. Classes taught by experts in the field of genealogy. No prior genealogical experience is necessary; the course is suitable for beginners. However, it is also an excellent refresher course for those with prior experience.

2

IGHR 2022 Course Registration

Name *	First	Last
Preferred Email *	Email Address	
Confirm Preferred Email *	Confirm Email Address	
	☐ Select to receive future communications from IGHR	
Phone Number *	🇺🇸	
Country *	United States	
Address (including Apt / Suite No.) *	Street Address	
	Street Address 2	
City, State and ZIP Code *	City	State	ZIP Code
Certificate Name (including Post Nominals) *		
IGHR Agreement Approval *	I confirm that I have read the Institute of Genealogy and Historical Research: - Terms and Conditions (https://ighr.gagensociety.org/terms-and-conditions/) - Policies and Procedures (https://ighr.gagensociety.org/about-ighr/policies-and-deadlines/)	
	☐ I have read and agree to the terms above.	

3

Course 14 Registration *	○ Prototype ($545.00)
Sub-total	$0.00
GGS Member Discount Code	[ ] **APPLY**
Total	$0.00

Billing Information

Name *	[First] [Last]
Payment Method	● Credit Card ○ Pay via check
Card Number *	[Card Number] VISA MasterCard AMERICAN EXPRESS DISCOVER
Expiration Date *	[Month] [Year] [CVV]
	☐ Save this card for future use ❓
Country *	[United States]
Address *	[Street Address]
City, State and ZIP Code *	[City] [State] [ZIP Code]
Email *	[Email Address]
Preferred Phone Number *	[🇺🇸]

SUBMIT

Copy information feature displays once IGHR 2022 Course Registration Information is completed

Billing Information

☐ Copy Bailey Molohon's information below

Name *	[First] [Last]
Payment Method	● Credit Card ○ Pay via check
Card Number *	[Card Number] VISA MasterCard AMERICAN EXPRESS DISCOVER
Expiration Date *	[Month] [Year] [CVV]
	☐ Save this card for future use ❓
Country *	[United States]
Address *	[Street Address]
City, State and ZIP Code *	[City] [State] [ZIP Code]
Email *	[Email Address]
Preferred Phone Number *	[🇺🇸]

SUBMIT

Completed Registration Example

IGHR
Georgia Genealogical Society
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IGHR

Georgia Genealogical Society
Celebrating 60 years of Premier Genealogy Education!

Course 14 Prototype Registration Begins:
0 days, 0 hours, 0 minutes, 0 seconds

IGHR 2022 Virtual Institute

Course 14: Prototype

Opens for Registration 1 March 2022 at 9:30 AM ET

Description

Learn or review the processes for researching family history. Classes taught by experts in the field of genealogy. No prior genealogical experience is necessary; the course is suitable for beginners. However, it is also an excellent refresher course for those with prior experience.

IGHR 2022 Course Registration

Name *	Bailey	Molohon
Preferred Email *	kxxphotxhouxx@gmail.com	
Confirm Preferred Email *	kxxphotxhouxx@gmail.com	
	☑ Select to receive future communications from IGHR	
Phone Number *	🇺🇸 (404) 555-1212	
Country *	United States	
Address (including Apt / Suite No.) *	15 Cunningham	
	Street Address 2	
City, State and ZIP Code *	Sandtown GA 30061	
Certificate Name (including Post Nominals) *	Bailey Von Snickerdoodle Molohon	

IGHR Agreement Approval *

I confirm that I have read the Institute of Genealogy and Historical Research:
- Terms and Conditions (https://ighr.gagensociety.org/terms-and-conditions/)
- Policies and Procedures (https://ighr.gagensociety.org/about-ighr/policies-and-deadlines/)

☑ I have read and agree to the terms above.

Enter the GGS Member Discount Code, if applicable, and click **APPLY**. Otherwise, leave blank.

Course 14 Registration *	● Prototype ($545.00)	
Sub-total	$545.00	
GGS Member Discount Code	PROTO	APPLY
Total	$545.00	

Before proceeding, ensure the GGS Member Discount Code, if applicable, has been applied.

Course 14 Registration *	● Prototype ($545.00)	
Sub-total	$545.00	
GGS Member Discount Code	**$50.00 discount applied.**	Cancel
Total	**$495.00**	

Display if 'Credit Card' selected.

Billing Information

☑ Copy Bailey Molohon's information below

Name *	Bailey	Molohon
Payment Method	● Credit Card ○ Pay via check	
Card Number *	Card Number	VISA MasterCard AMERICAN EXPRESS DISCOVER
Expiration Date *	Month Year CVV	
	☐ Save this card for future use ❓	
Country *	United States	
Address *	15 Cunningham	
City, State and ZIP Code *	Sandtown GA 30061	
Email *	kxxphotxhouxx@gmail.com	
Preferred Phone Number *	🇺🇸 +1 404 555 1212	

SUBMIT

Display if 'Pay via check' selected.

Billing Information

☑ Copy Bailey Molohon's information below

Name *	Bailey	Molohon
Payment Method	○ Credit Card ● Pay via check	
Country *	United States	
Address *	15 Cunningham	
City, State and ZIP Code *	Sandtown GA 30061	
Email *	kxxphotxhouxx@gmail.com	
Preferred Phone Number *	🇺🇸 +1 404 555 1212	

Please send payment to Georgia Genealogical Society, P.O. Box 550247, Atlanta, GA 30355 and include a copy of your course registration confirmation. Your payment must be postmarked no later than the fifth (5th) business day after the date of your registration.

SUBMIT

'Success! Registration is complete.' information box displays.

Note: You can share a link to the IGHR Course, you registered for, on social media.

Online Confirmation (payment via Credit Card)

Online Confirmation (payment via check)

Full display:

Waitlist Registration

If a course is sold out, the IGHR 2022 Virtual Institute course page will display with 'Join Waitlist' in the Course 'XX' Registration tuition section.

Course 14 Registration *	○ Prototype ($545.00) [Join Waitlist]
Sub-total	$0.00
GGS Member Discount Code	[_____] **APPLY**
Total	$0.00

1. Select **<course name> ($545.00) [Join Waitlist]**. The 'About Waitlists' information box displays. Your billing information will be verified but will not be charged until you clear the waitlist.

About Waitlists

When registering for a waitlist, you must complete the entire registration process. Your billing information will be verified, but you will not be charged until you are awarded a spot.

If you are awarded a spot, your card will be charged and you will receive an email confirmation.

Ok, Sounds Good

2. Click / tap **Ok, Sounds Good** to continue with your registration.
3. Enter the GGS Member Discount Code, if applicable.
4. Click / tap **APPLY**. Please review to ensure that the 'Total' amount is correct.

Course 14 Registration *	● Prototype ($545.00) [Join Waitlist]	
Sub-total	$545.00	
GGS Member Discount Code	$50.00 discount applied.	Cancel
Total	$495.00	

5. Complete the Billing Information section.

   IMPORTANT Notes:

   ▪ If you have already registered for another IGHR 2022 course and paid via Credit Card, please select your Waitlist course payment type as 'Pay via check'. If you select 'Credit Card' on the Waitlist course, your credit card will be charged automatically when you are promoted from the Waitlist. **The refund will be the amount paid less the credit card processing fee charged by the WePay credit card processing provider. IGHR is unable to refund the processing fee in this instance. The original payment for the initial course for which you registered and paid, will be transferred to the cleared Waitlist course by the IGHR Registration Coordinator.**

- If you have not registered for another IGHR 2022 course, please select your payment type: 'Credit card' or 'Pay by check'.

6. Click / tap **SUBMIT**. The 'Success! Registration is Complete.' information box displays.
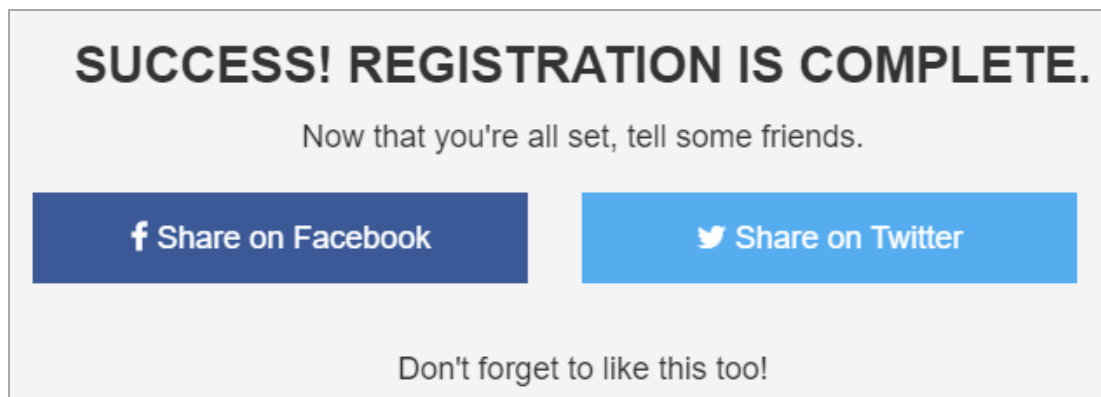
Note: You can share a link to the IGHR Course, you registered for, on social media.

7. Click / tap **X** on the upper right to close the information box. Your online Waitlist confirmation information displays.
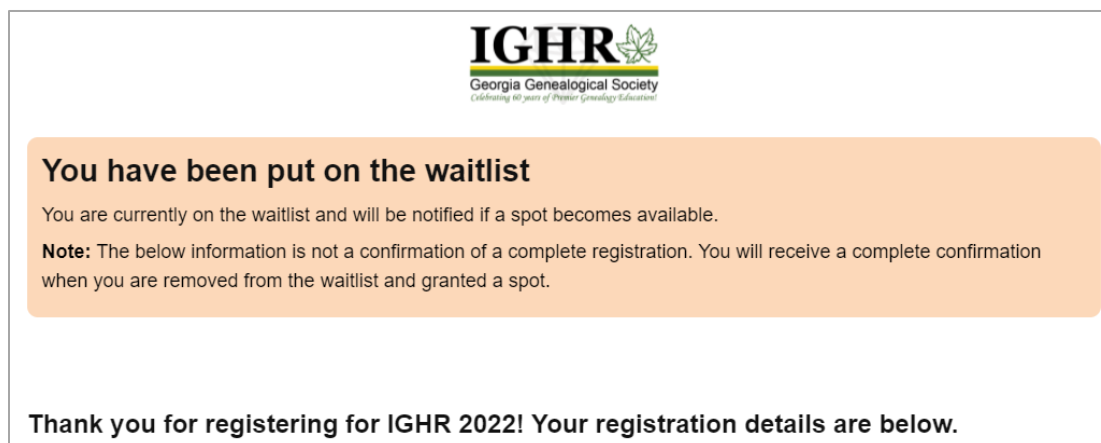
Note: You will also receive a course Waitlist confirmation email.

Waitlist Promotion Process

- If the Waitlist clears and you are eligible to register, you will receive an email from the IGHR Registration Coordinator (ighrregister@gagensociety.org) to confirm that you still want to register for the course.
- Confirm that you are still interested in taking the Waitlist course.
- The IGHR Registration Coordinator will continue processing the course registration or cancel your Waitlist course request.

Course Cancellation

Cancellation Procedure
To cancel a course, click / tap **Registration Cancellation**. This link may also be found on the FAQ page on the IGHR website. Please enter your information in the form displayed. The IGHR Registration Coordinator will review and process your request. If the cancellation is made by the stated deadline of 11:59 PM on 1 July 2022, a refund (minus the $75 administrative fee for a canceled course) will be sent to you by check or credited to your debit/credit card account by the Georgia Genealogical Society treasurer.

Cancellation Deadlines

The cancellation deadline to receive a refund for a course is 1 July 2022 for the July 2022 institute. **There will be no refunds for courses after 1 July 2022, for IGHR 2022. Fees paid are not transferable.**

Cancellation Fees

Refunds for canceled courses will be assessed a $75 administrative fee. Cancellation of a course on the same day that you register for it incurs no fee.

Course Transfer

A $25 fee will be assessed for course transfer requests. Payment must be received before a course transfer is finalized. This fee does not apply when a seat becomes available through a course waitlist. To request a course transfer, please click / tap **Transfer Request** to display the form. This link may also be found on the FAQ page under 'How do I register for a course?' on the IGHR website. The IGHR Registration Coordinator will review and process your request if the course you requested is available, and a payment link for the course transfer fee will be sent to you if your request is approved.

RegFox Account

- Once you have completed your registration, including payment, your confirmation email will ask if you would like to create an account. The online confirmation will also ask this same question if you paid via credit card.
- You can use your account to update your email address, mailing address, course certificate name (including post nominals), and phone number.

1. Click / tap **SET UP IGHR ACCOUNT NOW**. The 'Claim your account' dialog box displays.

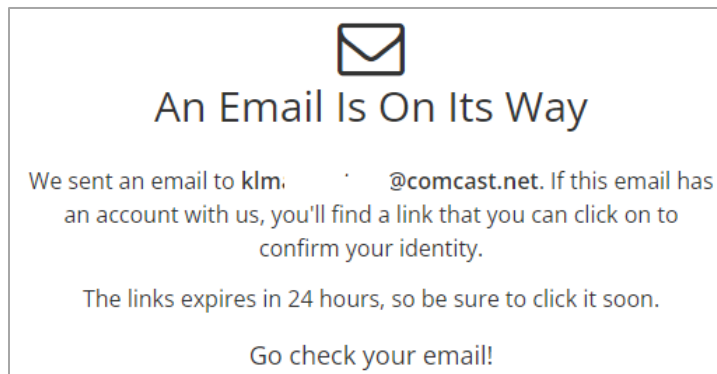2. Click / tap **Claim My Account**. The 'Claim Your Account' dialog box displays.

Claim Your Account

To get started, enter the email you most likely used on your last transaction. We'll email you a link to make sure you are you.
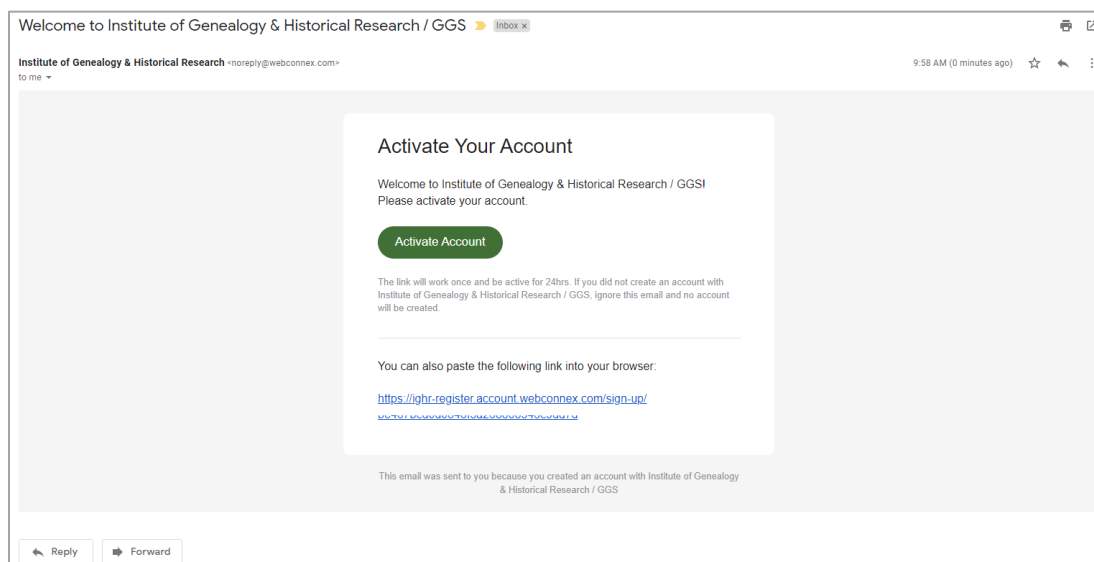
| Email Address | **Send Me The Link** |

How it Works

To gain access to your account and view your historical data, enter the email you used on your last transaction. We'll email you a link to make sure you are you. Clicking on that link will claim your account and you will be asked to create a password. After that you can log in anytime in the future with your email address and password.

3. Enter the email address you used to register for your IGHR 2022 course.
4. Click / tap **Send Me The Link**. The 'An Email Is On Its Way' message displays.

✉

An Email Is On Its Way

We sent an email to klm.   @comcast.net. If this email has an account with us, you'll find a link that you can click on to confirm your identity.

The links expires in 24 hours, so be sure to click it soon.

Go check your email!

5. Open the 'Activate Your Account' email from RegFox. The link is only valid for 24 hours.

Welcome to Institute of Genealogy & Historical Research / GGS   Inbox ×

Institute of Genealogy & Historical Research <noreply@webconnex.com>   9:58 AM (0 minutes ago)   ☆   ↰   ⋮
to me ▾

Activate Your Account

Welcome to Institute of Genealogy & Historical Research / GGS!
Please activate your account.

Activate Account

The link will work once and be active for 24hrs. If you did not create an account with Institute of Genealogy & Historical Research / GGS, ignore this email and no account will be created.

You can also paste the following link into your browser:

https://ighr-register.account.webconnex.com/sign-up/

This email was sent to you because you created an account with Institute of Genealogy & Historical Research / GGS

↰ Reply   ➡ Forward

Activate Your Account

Welcome to Institute of Genealogy & Historical Research / GGS! Please activate your account.

Activate Account

The link will work once and be active for 24hrs. If you did not create an account with Institute of Genealogy & Historical Research / GGS, ignore this email and no account will be created.

You can also paste the following link into your browser:

https://ighr-register.account.webconnex.com/sign-up/
~~bc467bcd0d0040f0a2000003460c0dd7d~~

6. Click / tap **Activate Account**. Your account will open.

Creating an Account Later

To create your account later, enter the following URL in your browser to open the account page: https://ighr-register.account.webconnex.com/login/ or click / tap **Attendee Account Login** on the IGHR website.

Accessing Your Account

1. Perform either of the following actions:

   Enter https://ighr-register.account.webconnex.com/login/ in your browser or click / tap **Attendee Account Login** on the IGHR website. The 'Claim your account' and 'View and Manage Your Information' dialog box displays.

Claim your account

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

Claim My Account

View and Manage Your Information

Email Address

Password

Forgot Password

Log In

2. Enter your account Email Address and Password.

   Note: IGHR cannot provide you with this information so please record it in a safe place. This is a RegFox feature and database.

3. Click / tap **Log In**. Your account page displays.

4. Click / tap **Registrations**. Your course registration displays.

5. Click / tap either the **<course name>** or **View Details**. Your registration information displays: Registration information, Registrant #1, Linked Transactions, and Billing Information. Only the Registrant #1 information can be edited.

6. Click / tap **Edit** to change any of the active information.
7. Change any active information (see green arrows).

Edit Registrant

Name *	Bailey	Molohon
Preferred Email *	kl...photoheand..@gmail.c	⬅
Confirm Preferred Email *	kl...photoheand..@gmail.c	⬅
	☑ Select to receive future communications from IGHR	
Phone Number *	🇺🇸 +1 404 406 7159	⬅
Country *	United States ▾	
Address (including Apt / Suite No.) *	15.. Cunningham	⬅
	Street Address 2	↙
City, State and ZIP Code *	Marietta	GA ▾	30008
Certificate Name (including Post Nominals) *	Bailey VonSnickerdoodle	⬅
IGHR Agreement Approval *	I confirm that I have read the Institute of Genealogy and Historical Research: - Terms and Conditions (https://ighr.gagensociety.org/terms-and-conditions/) - Policies and Procedures (https://ighr.gagensociety.org/about-ighr/policies-and-deadlines/)	
	☑ I have read and agree to the terms above.	

8. Click **SAVE**. The revised Registration information displays.
9. Click **Logout** when you are finished updating and reviewing your account information.

Other Features

Print	Prints the applicable information displaying on the screen
Print Confirmation	Prints your registration / waitlist confirmation information
Resend Confirmation	Resend your confirmation information to your email
Resend Email	Resends a previously sent email
Return to IGHR	Returns you to the IGHR website Home page