

IGHR 2023 Navigator



Institute of Genealogy and Historical Research

Registration Guide

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Welcome to IGHR 2023!

We are pleased to announce our IGHR 2023 registration process. It is important that you read this guide before 4 March 2023, which is the initial day of IGHR 2023 registration. Our 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 unless you attended IGHR 2022 and already created an account. 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 Courses](#) prior to registration to determine which course you would like to register for this year.
2. All course registrations will open at 9:00 am ET on 4 March 2023.

Time Zone Conversion Chart

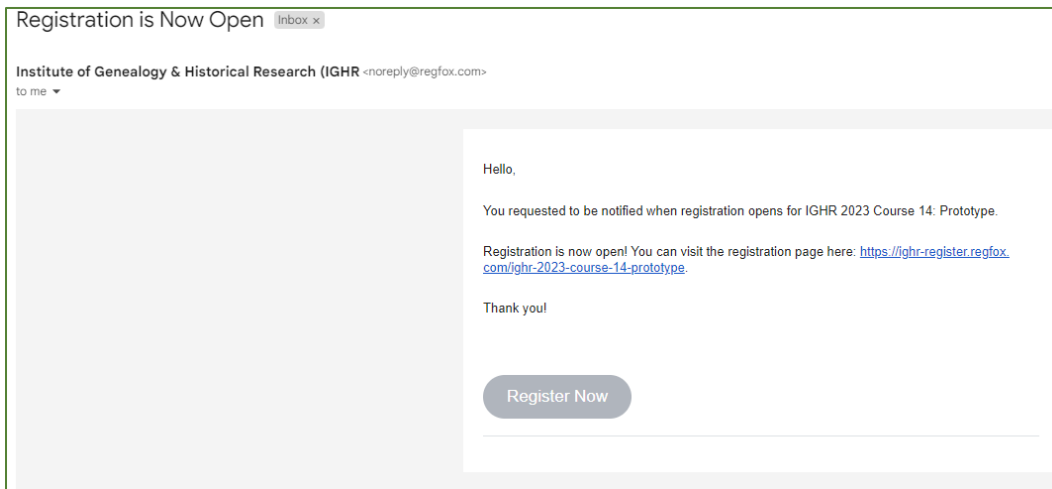
Eastern Time	9:00 AM
Central Time	8:00 AM
Mountain Time	7:00 AM
Pacific Time	6:00 AM

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 number). The 'Registration Not Yet Open' dialog box displays.

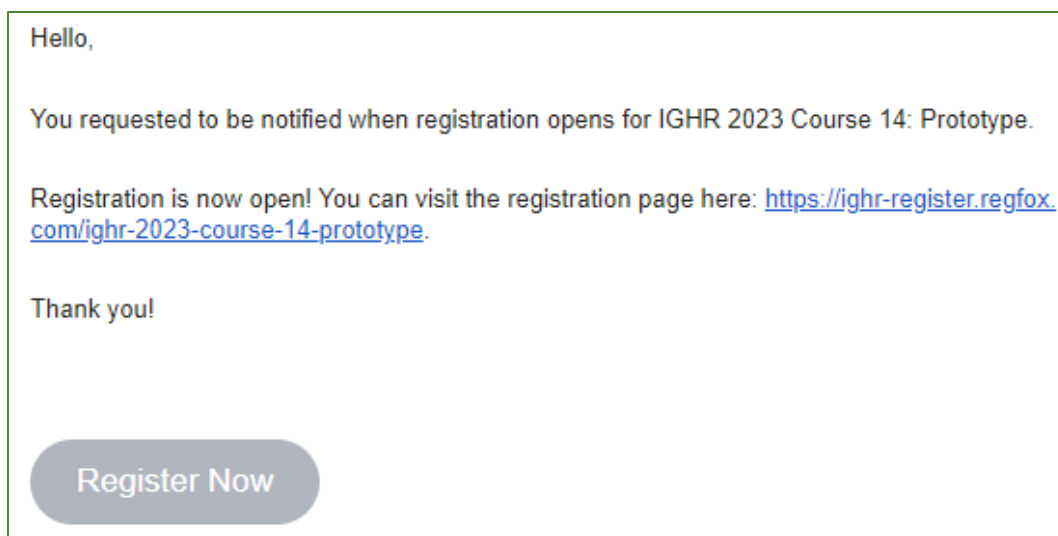


The dialog box features the IGHR logo at the top, followed by the title 'Registration Not Yet Open'. Below this, it specifies 'Registration Course 14: Prototype' and 'Opens 4 March 2023 at 9:00 AM ET'. A green link for 'IGHR 2023 Courses' is provided. A large countdown timer shows '21 days, 16 hours, 25 minutes and 4 seconds'. At the bottom, there is an 'Email Address' input field and a green 'SUBMIT' button.

- 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 4 March 2023.



The email notification is titled 'Registration is Now Open' and is from the 'Institute of Genealogy & Historical Research (IGHR)'. The body of the email says: 'Hello, You requested to be notified when registration opens for IGHR 2023 Course 14: Prototype. Registration is now open! You can visit the registration page here: <https://ighr-register.regfox.com/ighr-2023-course-14-prototype>. Thank you!'. At the bottom, there is a grey button labeled 'Register Now'.



4. Registration on / after 4 March 2023 – 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 2023 Virtual Institute course registration page displays.
 - 3) Go to Step 5 – Complete the IGHR 2023 Virtual Institute page for your course.
 - b. IGHR Course Registration from the website
 - 1) Select your course registration link from the [IGHR Courses](#) page.
 - 2) Click / tap **Course 14** (your desired course number). The IGHR 2023 Virtual Institute course registration page displays if the course is open for registration. If the course is not open, the 'Registration Not Yet Open, dialog box displays.
 - 3) Go to Step 5 – Complete the IGHR 2023 Virtual Institute page for your course.
5. Complete the IGHR 2023 Virtual Institute page for your course.

Notes:

- Prior to registration gather the information required to complete the IGHR 2023 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 2023 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), first time attendee (select Yes or No), and IGHR Agreement Approval (select that you have read the agreements)
3	<ul style="list-style-type: none"> ▪ Course Registration Amount <ul style="list-style-type: none"> • Course registration: select the course with the tuition of \$545.00. • GGS Member Discount Code: enter the discount code and click Apply. Ensure the Total amount changes to \$495.00 before completing the Billing Information. Note: GGS members will receive an email with the discount code on 27 February 2023 if your membership is valid on that day. If you join GGS or renew a GGS membership on / after 27 February 2023, 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 <ul style="list-style-type: none"> • Enter the billing information. Once you have completed the IGHR 2023 Course Registration Information (from Registration section 2 above), select Copy <attendee name> information below and the information will be copied from the previous section. • Select your payment method: 'Credit Card' or 'Pay via check'. <ul style="list-style-type: none"> ✓ 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 <ul style="list-style-type: none"> • 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

Resend Confirmation Login



Institute of Genealogy and Historical Research

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

IGHR 2023 Virtual Institute

Course 14: Prototype

The Institute of Genealogy and Historical Research (IGHR) provides an educational forum for the discovery, critical evaluation, and use of genealogical sources and methodology through a week of intensive study led by nationally prominent genealogical educators. Students choose one course that lasts throughout the week. Topics range from a course for beginners to a variety of courses on specialized topics.

2

IGHR 2023 Course Registration

Name *	<input type="text" value="Bailey"/>	<input type="text" value="Von Snickerdoodle"/>
Preferred Email *	<input type="text" value="kli@gmail.com"/>	
Confirm Preferred Email *	<input type="text" value="kli@gmail.com"/>	
	<input checked="" type="checkbox"/> Select to receive future communications from IGHR	
Phone Number *	<input type="text" value="(404) 123 4569"/>	
Country *	<input type="text" value="United States"/>	
Address (including Apt / Suite No.) *	<input type="text" value="1505 Dachshund Lane"/>	
	<input type="text" value="Street Address 2"/>	
City, State and ZIP Code *	<input type="text" value="Marietta"/>	<input type="text" value="GA 30008"/>
Certificate Name (including Post Nominals) *	<input type="text" value="Bailey Von Snickerdoodle"/>	
Are you a first time IGHR attendee? *	<input type="text" value="Yes"/>	
IGHR Agreement Approval *	<p>I confirm that I have read the Institute of Genealogy and Historical Research:</p> <ul style="list-style-type: none"> - Terms and Conditions (https://ighr.gagensociety.org/terms-and-conditions/) - Policies and Procedures (https://ighr.gagensociety.org/about-ighr/policies-and-deadlines/) <p><input checked="" type="checkbox"/> I have read and agree to the terms above.</p>	

3

Course 14 Registration *	<input checked="" type="radio"/> Prototype (\$545.00)
Sub-total	\$545.00
GGG Member Discount Code	<input type="text"/> <input type="button" value="APPLY"/>
Total	\$545.00


Billing Information

☒ Copy Bailey Von Snickerdoodle's information below

Name *

Payment Method ☒ Credit Card ☐ Pay via check

☐ Use a previously saved card

Card Number * 

Expiration Date *

☐ Save this card for future use ?

Country *

Address *

City, State and ZIP Code *

Email *

Preferred Phone Number *

Copy information feature displays once IGHR 2023 Course Registration Information is completed.

Display if 'Pay via check' selected.

Billing Information

☒ Copy Bailey Von Snickerdoodle's information below

Name *

Payment Method ☐ Credit Card ☒ Pay via check

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.

Country *

Address *

City, State and ZIP Code *

Email *

Preferred Phone Number *

‘Success! Registration is complete.’ information box displays.

SUCCESS! REGISTRATION IS COMPLETE.

Now that you're all set, tell some friends.

[f Share on Facebook](#)[t Share on Twitter](#)

Don't forget to like this too!

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

Online Confirmation (payment via Credit Card)

Thank you for registering for IGHR 2023! Your registration details are below.

Name	Bailey Von Snickerdoodle		
Preferred Email	kl@s@gr.com; Opted In		
Phone Number	+1 404 9		
Address (including Apt / Suite No.)	1505 Dachshund Lane, Marietta, GA 30008 US		
Certificate Name (including Post Nominals)	Bailey Von Snickerdoodle		
Are you a first time IGHR attendee?	Yes		
IGHR Agreement Approval	Yes		
Course 14 Registration	Prototype		\$545.00
GGS Member Discount Code			(\$50.00)
Registrant ID	VOID1234567890		

Return to IGHR

[PRINT CONFIRMATION](#)[RESEND CONFIRMATION](#)

Billing Information

Order Number	\ xxxx 01-0001
Date	02/10/2023
Name	Bailey Von Snickerdoodle
Address	1505 Dachshund Lane Marietta, GA 30008 US
Payment Method	Credit Card
Credit Card	VISA-1111
Email	kl@s@gr.com
Phone	+1 404 9
Total	\$495.00

Cancellation Policy: 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. The cancellation deadline to receive a refund for a course is 30 June 2023 for the July 2023 institute. There will be no refunds for courses canceled by registrants after 30 June 2023, for IGHR 2023. Fees paid are not transferable.

Online Confirmation (payment via check)

Important: Your registration is pending until your payment has been received in full. When it is received, you'll receive a new email confirmation. Please see instructions below to send in your payment.

Thank you for registering for IGHR 2023! Your registration details are below.

Full display:

Important: Your registration is pending until your payment has been received in full. When it is received, you'll receive a new email confirmation. Please see instructions below to send in your payment.

Thank you for registering for IGHR 2023! Your registration details are below.

Name	Bailey Von Snickerdoodle		
Preferred Email	kl	s@gr	.com; Opted In
Phone Number	+1 404	i9	
Address (including Apt / Suite No.)	1505 Dachshund Lane, Marietta, GA 30008 US		
Certificate Name (including Post Nominals)	Bailey Von Snickerdoodle		
Are you a first time IGHR attendee?	Yes		
IGHR Agreement Approval	Yes		
Course 14 Registration	Prototype		\$545.00
GGG Member Discount Code			(\$50.00)
Registrant ID	VOID1234567890		

Return to IGHR

PRINT CONFIRMATIONRESEND CONFIRMATION

Would you like to create an account?

Creating an account allows you to manage your history and make changes to your information. You can always do this later.

SET UP IGHR ACCOUNT NOW

Billing Information

Order Number	VOID-001-0001
Date	02/10/2023
Name	Bailey Von Snickerdoodle
Address	1505 Dachshund Lane Marietta, GA 30008 US
Payment Method	Pay via check
Payment Instructions	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.
Email	klmancestors@gmail.com
Phone	+1 404 i9
Total	\$495.00


Cancellation Policy: 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. The cancellation deadline to receive a refund for a course is 30 June 2023 for the July 2023 institute. There will be no refunds for courses canceled by registrants after 30 June 2023, for IGHR 2023. Fees paid are not transferable.

Waitlist Registration

If a course is sold out, the IGHR 2023 Virtual Institute course page will display with 'Join Waitlist' in the Course 'XX' Registration tuition section.

Course 14 Registration *	<input type="radio"/> Prototype (\$545.00) [Join Waitlist]	←
Sub-total	\$0.00	
GGS Member Discount Code	<input type="text"/>	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 *	<input checked="" type="radio"/> Prototype (\$545.00) [Join Waitlist]	
Sub-total	\$545.00	
GGS Member Discount Code	\$50.00 discount applied.	<u>Cancel</u>
Total	\$495.00	←

5. Complete the Billing Information section.

IMPORTANT Notes:

- If you have already registered for another IGHR 2023 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 2023 course, please select your payment type: 'Credit card' or 'Pay by check'.
6. Click / tap **SUBMIT**. An information box displays.
 7. Click / tap **X** on the upper right to close the information box. Your online Waitlist confirmation information displays.

You have been put on the waitlist

You are currently on the waitlist and will be notified if a spot becomes available.

Note: The below information is not a confirmation of a complete registration. You will receive a complete confirmation when you are removed from the waitlist and granted a spot.

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 registering for 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 30 June 2023, 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. **Note:** If you paid for your registration via credit card more than 60 days prior to your cancellation, your refund will be via a check as the WePay credit card processing system has a 60-day limit for refunding credit card payments.

Cancellation Deadlines

The cancellation deadline to receive a refund for a course is 30 June 2023 for the July 2023 institute. **There will be no refunds for courses canceled after 30 June 2023, for IGHR 2023. 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.

The deadline to request a transfer and complete the payment is 30 June 2023.

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.

Would you like to create an account?

Creating an account allows you to manage your history and make changes to your information. You can always do this later.

SET UP IGHR ACCOUNT NOW

- Click / tap **SET UP IGHR ACCOUNT NOW**. The 'Claim your account' 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

- 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.

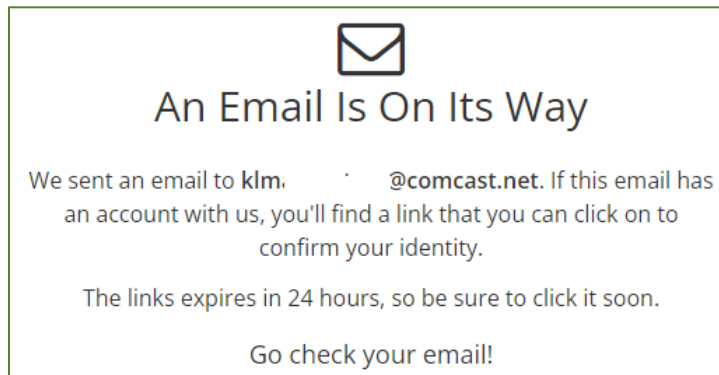
Email Address

Send Me The Link

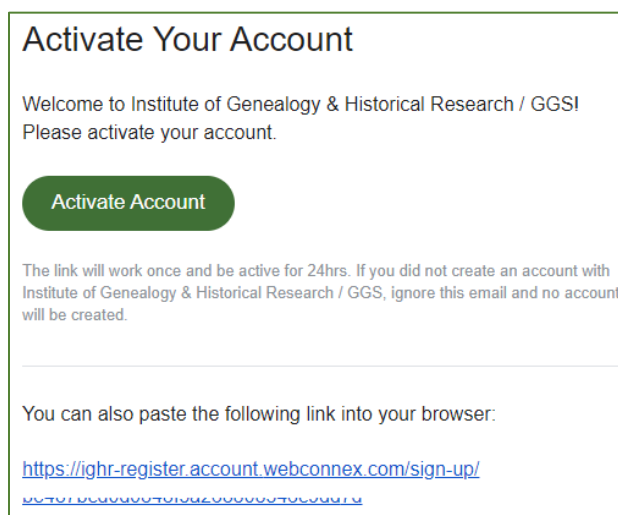
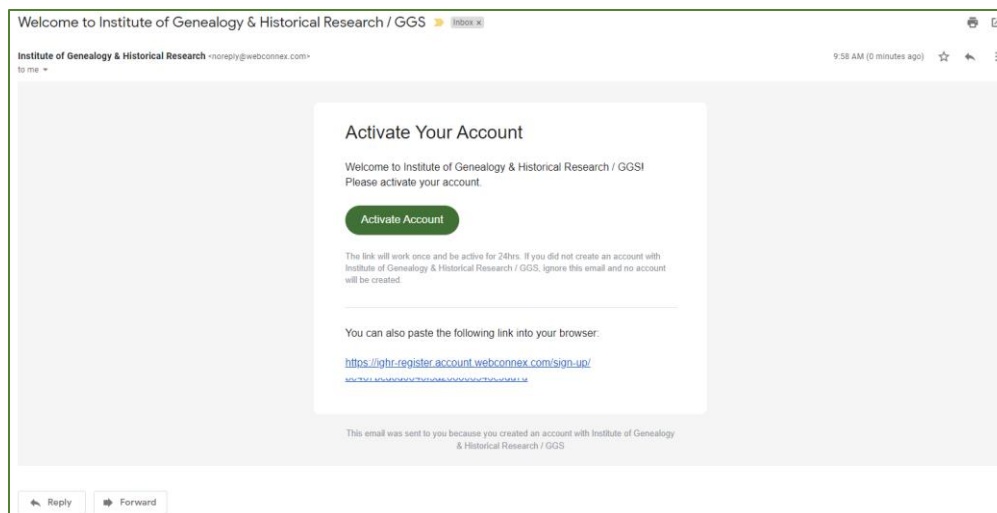
How it Works

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 2023 course.
4. Click / tap **Send Me The Link**. The 'An Email Is On Its Way' message displays.



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



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	View and Manage Your Information
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.	Email Address <input type="text"/>
Claim My Account	Password <input type="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.

IGHR Institute of Genealogy and Historical Research		
Personal Information	Registrations	Logout
Your personal information that is on file		
Name and Address		Phone and Email
<input type="text" value="Bailey"/>	<input type="text" value="Von Snickerdoodle"/>	<input type="text" value="+1 5554061979"/>
<input type="text" value="1505 Dachshund Lane"/>		<input type="checkbox"/> Accept Text Messages to this number
<input type="text" value="United States"/>		<input type="text" value="klmancestors@gmail.com"/>
<input type="text" value="Marietta"/>		<input type="checkbox"/> Unsubscribe from all Institute of Genealogy & Historical Research / GGS emails
<input type="text" value="Georgia"/>	<input type="text" value="30008"/>	
Manage my stored data		
For help, please call us at 1 (470) 837-0529 or email ighrregister@gagensociety.org		

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

 Institute of Genealogy and Historical Research			
Personal Information		Registrations	Logout
Date	Name	Billed Amount	
2/10/2023	IGHR 2023 Course 14: Prototype	\$0.00	View Details

- 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.

 Institute of Genealogy and Historical Research			
Personal Information		Registrations	Logout

IGHR 2023 Course 14: Prototype

Registration Information			
Name Bailey Von Snickerdoodle			
Confirmation Number GHR2023CRS14PH8Z0005			
Registrant #1		\$0.00	
TOTAL		\$0.00	


Registrant #1				
Name Bailey Von Snickerdoodle				
Preferred Email klr ;@gmail.com; Opted In				
Phone Number +1 404 59				
Address (including Apt / Suite No.) 1505 Dachshund Lane, Marietta, GA 30008 US				
Certificate Name (including Post Nominals) Bailey Von Snickerdoodle				
Are you a first time IGHR attendee? Yes				
IGHR Agreement Approval Yes				
Course 14 Registration Prototype		\$545.00		
GGS Member Discount Code				
TOTAL		\$0.00		

Linked Transactions				
Date	Type	Amount	Method	Status
2/10/2023	Charge	\$0.00	-	Completed

Billing Information	
Billing Name Bailey Von Snickerdoodle	
Address	
Confirmation Number GHR2023CRS14PH8Z0005	
Date Created 2/10/2023	
Last Updated 2/10/2023	

For help, please call us at 1 (470) 837-0529 or email ighrregister@gagensociety.org

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



Personal Information
Registrations
Logout

Edit Registrant

Name *

Preferred Email * ←

Confirm Preferred Email * ←

☒ Select to receive future communications from IGHR

Phone Number * ←

Country * ▼

Address (including Apt / Suite No.) * ←

City, State and ZIP Code * ▼ ←

Certificate Name (including Post Nominals) * ←

Are you a first time IGHR attendee? * ▼ ←

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.

Course 14 Registration * ☒ Prototype (\$545.00)

GGS Member Discount Code **\$545.00 discount applied.**

Previous Total \$0.00

Changes \$0.00

Charge Due \$0.00

[Cancel](#)

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