


2018 COF Convocation Dinner

eRegistration/eSeating process guide

1. Welcome Page

 **AIA**
College of Fellows

Welcome → Attendee Information → Additional Attendees → eSeating → Registration Record


You are currently testing this event

2018 College of Fellows Convocation Dinner

Email Address*

Attendee Category Attendee

* = Required Field

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- a. Select 'New registration.'

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2. Primary Attendee Verification

The screenshot shows the registration interface for the 2018 College of Fellows Convocation Dinner. At the top, the AIA College of Fellows logo is displayed. Below the logo is a navigation bar with the following steps: Welcome, Attendee Information (current step), Additional Attendees, eSeating, and Registration Record. A red banner indicates that the user is currently testing the event. The main heading is '2018 College of Fellows Convocation Dinner'. A red asterisk indicates that fields marked with an asterisk are required. The form fields are as follows:

- First Name*: Mary
- Last Name*: Meetings
- Company/Firm Name*: The American Institute of Architects
- New Fellow?*: Yes
- Please list any dietary or special needs: Vegetarian
- City: Washington
- US State: District of Columbia
- Gender: Male, Female


A 'Continue' button is located at the bottom of the form. The form is powered by etouches.

- If you are only registering yourself**, please enter in your information.
- If you are registering a group**, please enter in the information for the person to be the primary contact for the group. This person will receive the confirmation emails and will be contacted if any questions arise.
- If you are registering for someone other than yourself**, please enter in the person's information who received the invitation.
- Select 'Continue.'

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3. Additional Attendees Option Page

 **AIA**
College of Fellows

Welcome → Attendee Information → **Additional Attendees** → eSeating → Registration Record

You are currently testing this event

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Will you be registering any other attendees for this event?*

Yes No

Continue

Powered by **etouches**

* = Required Field

- a. Select 'Yes' or 'No.'
- b. Select 'Continue.'

- * If you select '**yes,**' you will be brought to a page to enter in each guest's information.
- * If you select '**no,**' you will be directed to the floorplan for seat selection. Proceed to page

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4. Additional Attendee Registration Welcome Page (if you are registering a group)

The screenshot displays the registration interface for the 2018 College of Fellows Convocation Dinner. At the top, the AIA logo and the text 'AIA College of Fellows' are visible. A navigation bar contains the following items: Welcome, Attendee Information, **Additional Attendees**, eSeating, and Registration Record. Below the navigation bar, a red message states 'You are currently testing this event'. The event title '2018 College of Fellows Convocation Dinner' is centered. Under the heading 'Existing Attendees', a table lists one attendee:

Ref #	Name	Email Address	edit	delete
29262141	Mary Meetings	register@aia.org		


Below the table is a 'Complete Registration' button. A dashed line separates this from the 'Register an Additional Attendee' section. This section includes a label 'Attendee Category Attendee' and a 'Register Another' button, which is circled in yellow. A legend indicates '* = Required Field'. The page is powered by etouches.

- a. Select 'Register Another.'

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5. Additional Attendee Registration Page

 **AIA**
College of Fellows

Welcome → **Attendee Information** → Additional Attendees → eSeating → Registration Record


You are currently testing this event

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* = Required Field

First Name* Marty
Last Name* Meetings
Company/Firm Name* The American Institute of Architects
New Fellow?* No
Please list any dietary or special needs.
City Washington
US State District of Columbia
Gender Male Female

[Continue](#)

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- Enter in the information for your additional attendee.
- Select 'Continue.'

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6. Additional Attendee Registration Welcome Page – with additional attendee

AIA
College of Fellows

Welcome → Attendee Information → **Additional Attendees** → eSeating → Registration Record

You are currently testing this event

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Existing Attendees

Ref #	Name	Email Address	edit	delete
29262141	Mary Meetings	register@aia.org		
29262244	Marty Meetings	register@aia.org		

Complete Registration

Register an Additional Attendee * = Required Field

Attendee Category Attendee

Register Another

Powered by **etouches**

- Repeat process as necessary for each additional attendee.
- Once all your additional attendees are registered, select 'Complete Registration.'

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7. Seating Plan Page

The screenshot displays the eSeating interface for the 2018 College of Fellows Convocation Dinner. At the top, the AIA College of Fellows logo is visible. Below the logo, a navigation bar includes links for Welcome, Attendee Information, Additional Attendees, eSeating, and Registration Record. A red banner indicates "You are currently testing this event". The main heading is "2018 College of Fellows Convocation Dinner".

The interface is divided into two main sections: "Waiting area" and "Seating area". The "Waiting area" on the left includes a search bar and filters for "May Meetings" and "Marty Meetings". The "Seating area" on the right shows a grid of tables, each represented by a circular icon. The tables are labeled from TABLE 1 to TABLE 41. The status of each table is indicated by its color and the number of seats: green for available, yellow for reserved, and red for occupied. A red box highlights "Occupied seats" on TABLE 14. A yellow circle highlights "Reserved tables, not for general seating" around TABLES 15 through 30. A blue box highlights the "Waiting area" on the left. A green box highlights "Available seats" on TABLE 13. A "Continue" button is located at the bottom center of the interface.

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8. **Drag each individual icon** over a seat on the table plan. If the individual is no longer in the 'Waiting area,' then they have been sat. If they still appear in the 'Waiting area,' be sure that when you hover the individual over the seat, the green arrows appear, then drop them into the seat.

The screenshot displays the AIA College of Fellows eSeating interface. At the top, the AIA logo and 'College of Fellows' text are visible. Below this is a navigation bar with links: Welcome, Attendee Information, Additional Attendees, eSeating, and Registration Record. A red banner indicates 'You are currently testing this event'. The main title is '2018 College of Fellows Convocation Dinner'. The interface is split into two main sections: 'Waiting area' and 'Seating area'. The 'Waiting area' on the left includes a search bar, checkboxes for 'search names', 'search companies', and 'include seated', and shows 'Attendees found: 2' with a list containing 'Mary Meetings'. The 'Seating area' on the right shows a grid of tables with 72 tables, 2 seated, and 2 unseated. A callout box with a yellow border and black text points to a seat on 'TABLE 13' with the text 'Drag over an individual seat at table of choice'. The callout box also contains a small green circle icon. Below the seating area is a 'Continue' button. At the bottom left, it says 'Powered by etouches'.

- a. Select 'Continue.'

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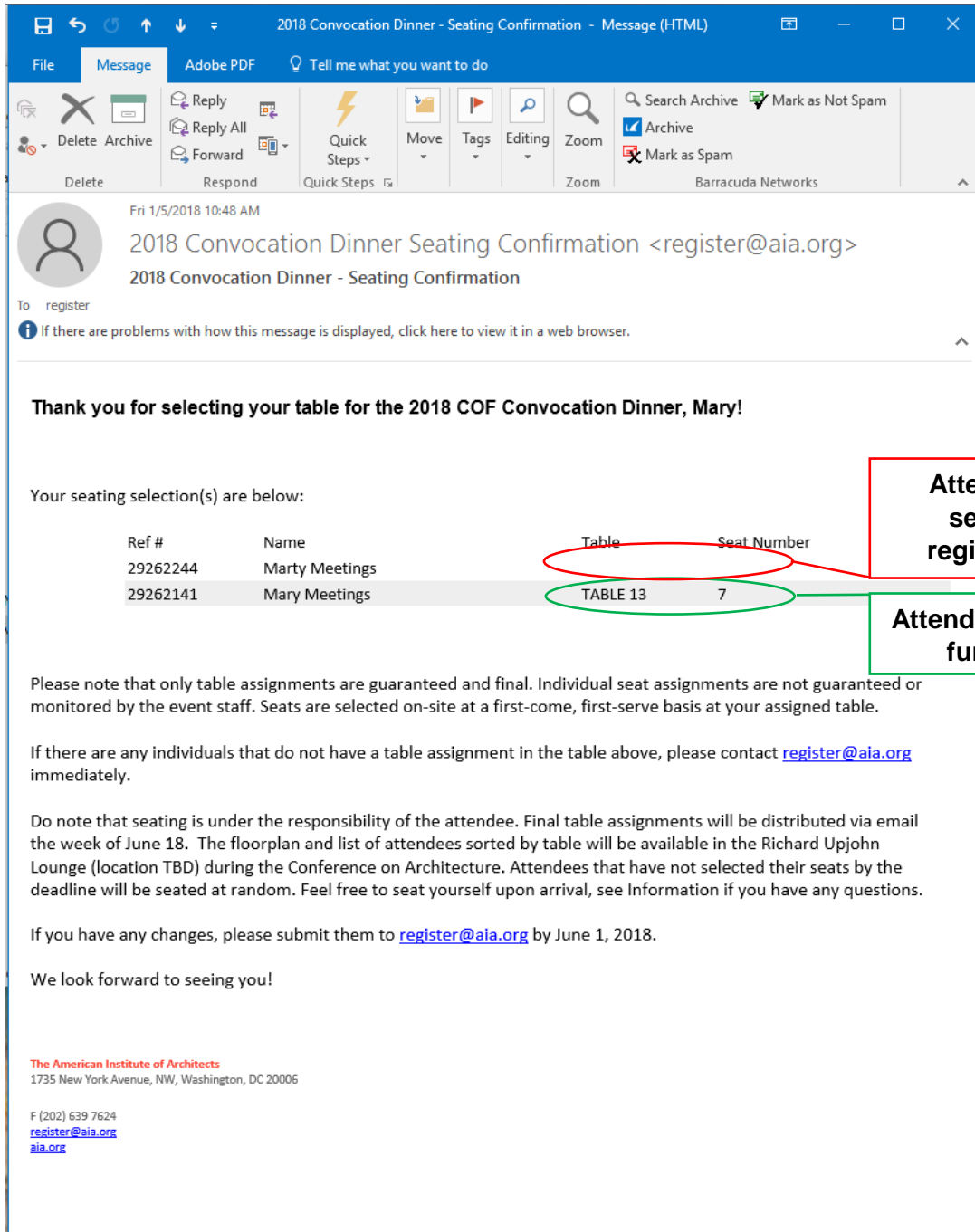
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9. After “Continue,” confirmation email sent:

From name: 2018 COF Convocation Dinner Seating Confirmation

From address: register@aia.org”

Subject: 2018 COF Convocation Dinner Seating Confirmation



Please remember: only table assignments are guaranteed and final. Individual seat assignments are not guaranteed or monitored by the event staff. Seats are selected on-site at a first-come, first-serve basis at your assigned table.