



1. Click "Log In / Register"

USG Staff Council Conference
Georgia Tech Staff Council
Virtual
October 7th - 9:30am & October 8th - 9:00am

We look forward to hosting you in October!

Please note for registration: If paying via invoice, please select "Invoice Ticket." If paying by credit card, please select "Credit Card Ticket."

Ticket Options
Please log in to determine event availability.
Log In / Register

2. If external to Georgia Tech, choose "General Public"

Ticket Options
Please log in to determine event availability.
Log In / Register
Faculty / Staff / Students
General Public

3. Select the "Register" tab and fill out necessary fields

General Public

Log In **Register**

Registration is required so we can send your receipt and notify you of any changes to your events.

Email
Confirm Email
Password

Receive email updates for upcoming events?
Yes No

Register as General Public

[Faculty / Staff / Students? Click here.](#)

4. Create Your Profile by filling in Customer Information. **Note:** Only fill out Billing section if paying by credit card.

The image shows two registration forms side-by-side. The left form is titled 'Customer Information' and has a 'Change Password' link. It contains fields for First Name, Last Name, Email (with an example 'candi_bee@yahoo.com'), a checkbox for receiving email updates, a Phone field with a mask '###-###-####', an Organization field, and an 'Opt in for text message notifications' checkbox. The right form is titled 'Billing' and has a 'Ship here?' checkbox set to 'Yes'. It contains fields for First Name, Last Name, Address (with an 'Add 2nd Address' link), Zip Code, City, and State (with a dropdown menu showing 'GA').

5. **If paying by invoice**, please select "Invoice Ticket." The amount will show \$0.00.
If paying by credit card, please select "Credit Card Ticket." The amount will show \$50.00.

The image shows a 'Ticket Options' form. It has two sections: 'Invoice Ticket Option' and 'Credit Card Ticket Option'. Each section has a table with columns for 'Ticket Types', 'Price', and 'Quantity'. In the 'Invoice Ticket Option' section, 'General Public' is listed with a price of '\$0.00' and a quantity of '0'. In the 'Credit Card Ticket Option' section, 'General Public' is listed with a price of '\$50.00' and a quantity of '0'. A green 'Select Seats' button is located at the bottom right of the form.

6. **If paying by invoice**, upon checkout, you will need to fill in the invoice ticket billing details. You can then opt-in to receive text messages and click "Checkout." **If paying by credit card**, you can opt-in to receive text messages and click "Checkout."


Invoice ticket billing details

The image shows a form titled 'USG Staff Council Conference' with a header that says 'Provide all required information to checkout.' Below this is the 'Invoice Ticket Option' section, which contains several required fields marked with an asterisk: 'Company to be Invoiced:', 'Company Street Address:', 'Company City, State, & Zip Code:', 'Company Contact:', 'Company Contact Telephone Number:', and 'Company Contact Email:'. Each field has a corresponding text input box.

Text message opt-in and Checkout button

The image shows a 'Secure Checkout' form. It has a checkbox for 'Opt in for text message notifications'. Below this is a blue box that says 'No payment required.' At the bottom, there is a large green 'Checkout' button. Below the button, there is a line of text: 'By clicking [Checkout], you agree to the Purchase Policy.'








7. If paying by credit card, you will be redirected to a secure payment site.


Payment

Payment Information * Indicates required information

Total: \$50.00

Payment Method:*







Account Information * Indicates required information

Credit Card Type:*

Account Number:*

Expiration Date:*

8. When you are finished, you will receive a confirmation page with your order details. There is no need to print out an e-ticket or send yourself a mobile ticket. **If paying by invoice**, your billing contact can expect to receive an invoice within 7 business days.

Order Details					
					
USG Staff Council Conference - October 7th - 9:30am & October 8th - 9:00am					
Get Ticket	Ticket Option	Ticket Type	Seat Location	Delivery Method	Notifications
	 Invoice Ticket Option	General Public	General Admission	E-Ticket	