



SFV Convention Procedure

Onsite Registrations

How to Register an Onsite Attendee

1. Attendee should have a paid registration form in hand
2. Go to SFV Convention Website Onsite Dashboard (<https://sfvaac.org/onsite/dashboard>)
3. Click the CREATE REGISTRATION button
4. Fill in the following information
 - a. First name (REQUIRED)
 - b. Last name (or initial if preferred)
 - c. Phone (Optional)
 - d. Email (Leave blank if the person has none. System will make a pseudo email)
 - e. Badge name
 - f. Badge group / city
 - g. Select their affiliation
5. Click the REVIEW AND PRINT button
6. If necessary, you can click EDIT to make changes
7. If all looks good, click PRINT to print the badge
8. **IMPORTANT:** When finished, click the CLEAR DATA AND ADD NEW button

Correct-A-Badge

For making changes to existing badges

1. Go to SFV Convention Website Onsite Dashboard (<https://sfvaac.org/onsite/dashboard>)
2. Locate the badge by email, order ID or by selecting the attendee name from the dropdown list
3. Click SHOW BADGES
4. Some orders will have multiple badges
5. Click VIEW BADGE for the one to correct
6. Make edits as needed
7. Click SAVE
8. Click PRINT THIS BADGE to print the badge
9. You can stay on this page to make additional changes to this order if desired