

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