

How to Register a Non-RASM Member

In the member portal, find the meeting and select, “I would like to register myself and others,” then hit **CONTINUE**.

Member Portal

Dashboard

Member Directory

Calendar

My Classes

My Events

My Certificates

Meeting Registration Options

☐ I am registering myself only.

☒ I would like to register myself and others.

☐ I do not want to register for the event, but I would like to register others.

Cancel

Continue

You will see Attendee Registration. Register yourself first. Choose Registration –RASM Member. Hit the blue **CONTINUE** button.

Attendee Registration

☐ Registration - Non-Member - Holiday Party 26 - \$60.00

☒ Registration - RASM Member - Holiday Party 26 - \$50.00

Cancel

Continue

On the Meeting Registration Summary page, you will see the new registration. Click the blue **CONTINUE** button.

Meeting Registration Summary

Please review the details of this registration before proceeding.

Registration | [Edit](#)

Registration - RASM Member - Holiday Party 26

Product	List Price	Your Price	Qty	Total
Registration Member - Holiday Party 26	\$50.00	\$50.00	1	\$50.00

Subtotal: \$50.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$50.00

Balance: \$50.00

Enter your Coupon Code

Apply Coupon

Back

Cancel

Continue

On the Meeting Attendee Summary page, click the **ADD ATTENDEE** button.

Meeting Attendee Summary

Please review the list of attendees. You may add an attendee to this registration, or remove any existing attendees, before proceeding.

Name	Actions	Order Balance
DeCesare, Leah	Remove	\$50.00

Balance Due: \$50.00

Cancel

Add Attendee

Submit Registration & Pay

Type in the name of your non-RASM-member guest and hit **SEARCH**. This first step is to search for that person in our database.

Meeting Registration Member Search

First Name [optional]

F. Scott

Company Name [optional]

Gatsby Realty

Last Name [optional]

Fitzgerald

Cancel

Search

If this person has never attended a RASM event, they will not be found, and you will see the message: There are no members that match the search criteria. Click **ADD NEW ATTENDEE**.

Complete **ATTENDEE DETAILS** and click **CONTINUE**.

(If they have attended an event, they will show up here. Click **SELECT ATTENDEE** and proceed.)

Meeting Registration Member Search

First Name [optional]

F. Scott

Company Name [optional]

Gatsby Realty

Last Name [optional]

Fitzgerald

Search Again

There are no members that match the search criteria.

Cancel

Add New Attendee

Select Attendee

On the Attendee Registration page, select Registration – Non-Member. Hit **CONTINUE**.

Attendee Registration

- ☒ Registration - Non-Member - Holiday Party 26 - \$60.00
- ☐ Registration - RASM Member - Holiday Party 26 - \$50.00

Cancel

Continue

Next, you will see this Non-Member Registration Summary. Hit **CONTINUE**.

Meeting Registration Summary

Please review the details of this registration before proceeding.

Registration | [Edit](#)

Registration - Non-Member - Holiday Party 26

Product	List Price	Your Price	Qty	Total
Registration - Non-Member - Holiday Party 26	\$60.00	\$60.00	1	\$60.00

Subtotal: \$60.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$60.00

Balance: \$60.00

Enter your Coupon Code

Apply Coupon

Back

Cancel

Continue

Now you will see your Meeting Attendee Summary for both you and your non-member guest.

If you would like to add another attendee, member or non-member, click **ADD ATTENDEE** and repeat the steps above.

When you are ready to finalize your registration, click **SUBMIT REGISTRATION & PAY**.

Meeting Attendee Summary

Please review the list of attendees. You may add an attendee to this registration, or remove any existing attendees, before proceeding.

Name	Actions	Order Balance
DeCesare, Leah	Remove	\$50.00
Fitzgerald, F. Scott	Remove	\$60.00

Balance Due: \$110.00

Cancel

Add Attendee

Submit Registration & Pay