

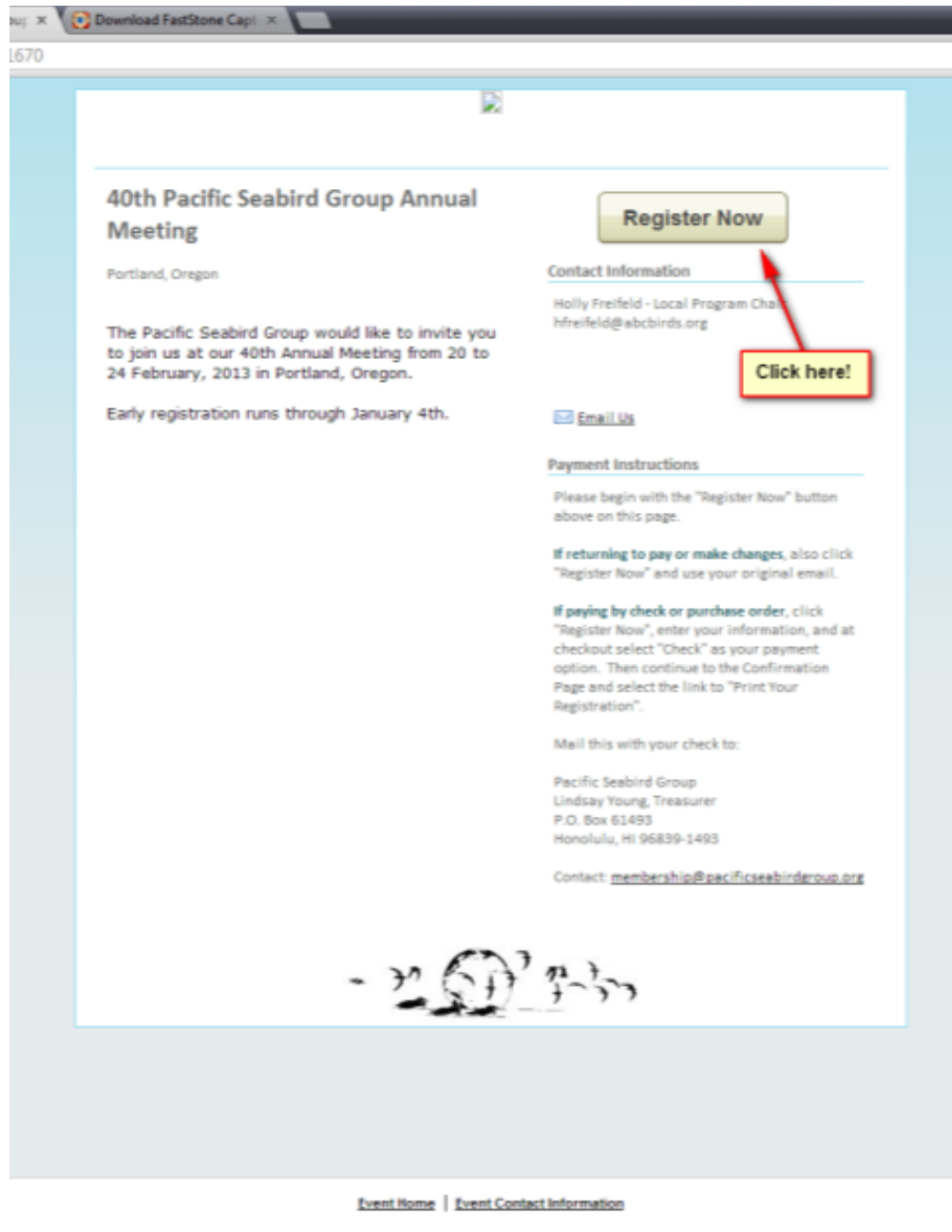
How to Modify your PSG Registration, Abstract, Merchandise and Field Trip Purchases

Updated November 2016

1. Go to the Reg Online System by clicking on the link below:

<http://www.regonline.com/psg2017>

Click on Register Now button on the upper right.



1670

40th Pacific Seabird Group Annual Meeting

Portland, Oregon

The Pacific Seabird Group would like to invite you to join us at our 40th Annual Meeting from 20 to 24 February, 2013 in Portland, Oregon.

Early registration runs through January 4th.

Register Now

Click here!

Contact Information

Holly Freifeld - Local Program Chair
hfreifeld@abcbirds.org

Email Us

Payment Instructions

Please begin with the "Register Now" button above on this page.

If returning to pay or make changes, also click "Register Now" and use your original email.

If paying by check or purchase order, click "Register Now", enter your information, and at checkout select "Check" as your payment option. Then continue to the Confirmation Page and select the link to "Print Your Registration".

Mail this with your check to:

Pacific Seabird Group
Lindsay Young, Treasurer
P.O. Box 61493
Honolulu, HI 96839-1493

Contact: membership@pacificseabirdgroup.org

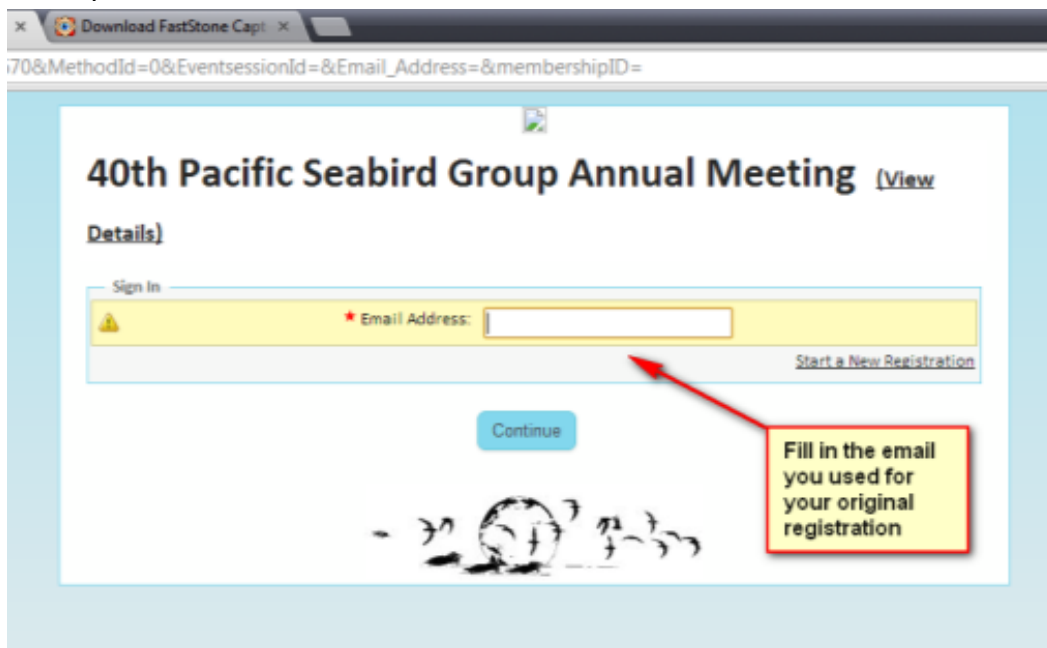
[Event Home](#) | [Event Contact Information](#)

[Policy](#) | [About Active.com](#)

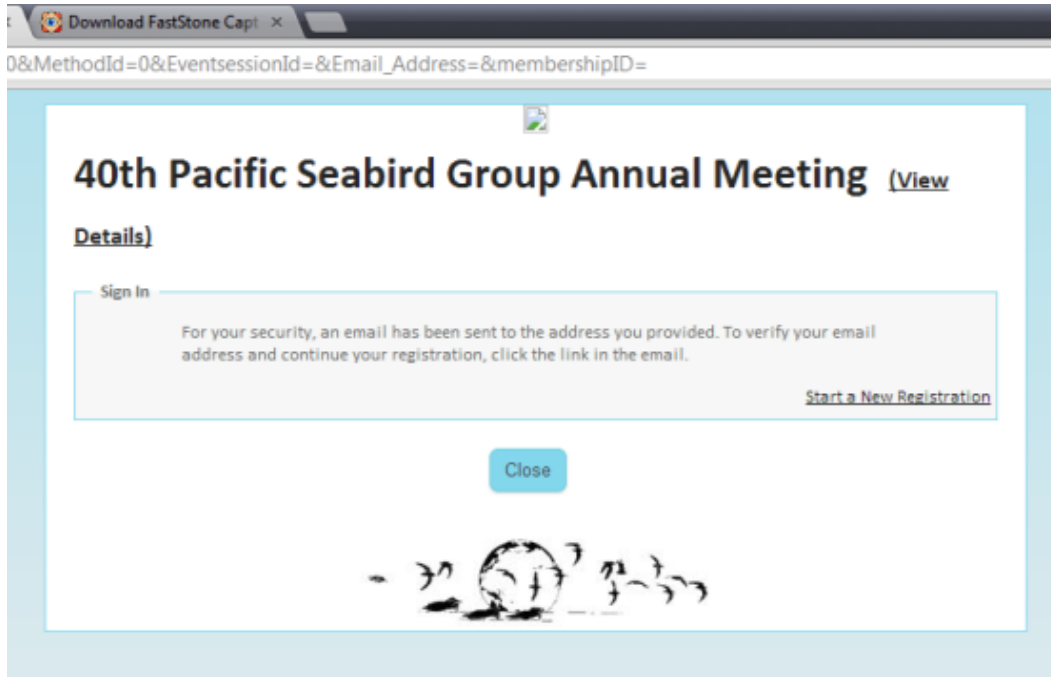
2. Click on the View or Change Your Existing Registration.



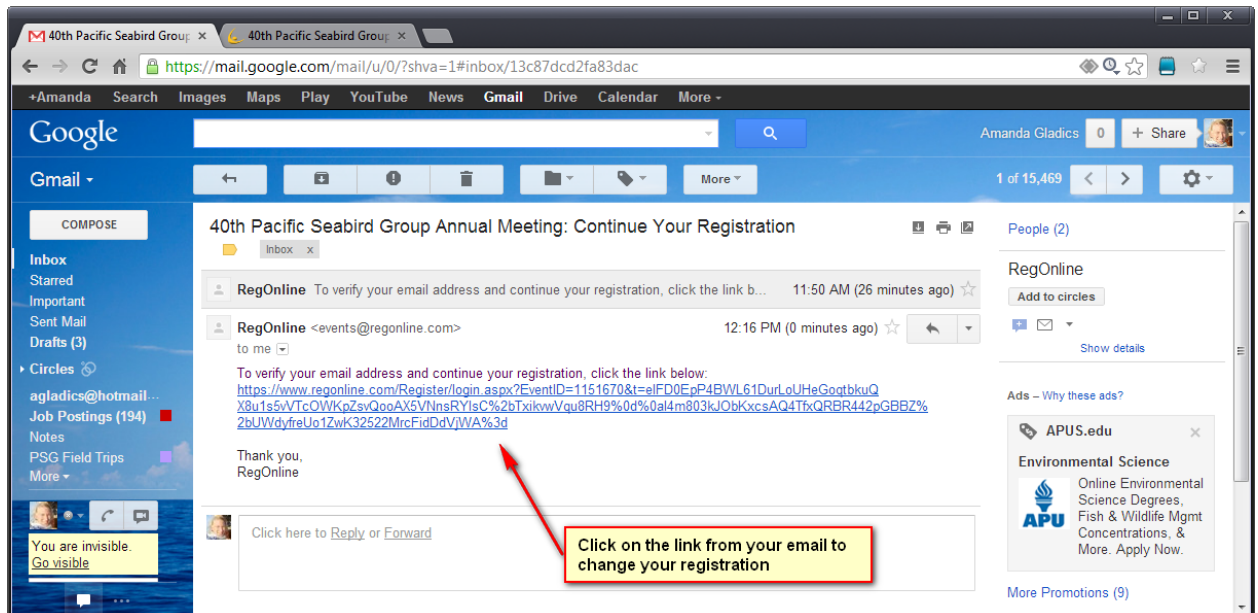
3. Enter the email address you used in your original registration. It may have your email already.



- An email will be sent to your email with a link to change your registration.



- Go to your email, and click on your unique registration link.



- Click on Continue.

40th Pacific Seabird Group Annual Meeting [\(View Details\)](#)

! Your registration has not yet been saved. To update your registration, click **Continue.**

Amanda Gladics

- [View, Print, or Email Registration Record and Receipt](#)
- [Make a Substitution](#)
- [Cancel](#)

Registrant	Type	Edit	Actions
1. Amanda Gladics Primary Attendee	Member	Registrant Information Banquet & Field Trips	Substitute

[+ Add Another Person](#)

[Continue](#) **Click Continue**

7. If you would like to change your registration, go to the “agenda” header; if you would like to add a field trip or merchandise, go to the “banquet and field trips” header (what you see below). Once you have made the changes to the page you are editing, click Continue at the bottom of the screen.

40th Pacific Seabird Group x Download FastStone Capt x

d=09D5464D7B3B49E0A2FB8646E834D74F&EventId=1151670&Attendeeld=171601976&RegisterId=51724959&M

40th Pacific Seabird Group Annual Meeting [\(View Details\)](#)

[Registrant Information](#) | [Banquet & Field Trips](#) | **[Select Items](#)** | [Checkout](#) | [Confirmation](#)

Click on Select Items if it isn't highlighted

Select Items

Item	Amount	Quantity	Subtotal
<p><i>NOTE: If you would like to pay for field trips or merchandise using a different account than what you will use for registration (i.e. a personal credit card), or add items at a later date, complete your registration first, and then log back into the system using the e-mail you registered with and add these items to your cart. You will have the option to enter a new payment method at that time.</i></p>			
<p>PSG 2013 Final Banquet at the Portland Hilton - Saturday, Feb 23rd</p> <p><i>See Previous Page for details, Enter Quantity (Registrant plus guests) in boxes below</i></p>			
Banquet	\$70.00	<input type="checkbox"/>	\$0.00
<p>Field Trips - Sunday, Feb 24th <i>See Previous Page for Details, Enter Quantity (Registrant plus guests) in boxes below</i></p>			
Pelagic Trip	\$135.00	<input type="checkbox"/>	\$0.00
Wait List - Pelagic trip	\$0.00	<input type="checkbox"/>	\$0.00
Portland Coast Loop	\$75.00	<input type="checkbox"/>	\$0.00
Wait List Portland to Coast Loop	\$0.00	<input type="checkbox"/>	\$0.00
Columbia River Wildlife Refuges	\$55.00	<input type="checkbox"/>	\$0.00
Wait List Columbia River National Wildlife Refuges Tour	\$0.00	<input type="checkbox"/>	\$0.00
Sauvie Island State Wildlife Management area	\$35.00	<input type="checkbox"/>	\$0.00
Wait List Sauvie Island Tour	\$0.00	<input type="checkbox"/>	\$0.00
Portland Brewery Tour and Beer Tasting	\$45.00	<input type="checkbox"/>	\$0.00

Add the field trips you want then click Continue

8. Finish your checkout and click Finish. You will get a confirmation screen and a confirmation email that will show your registration changes.

The screenshot shows a web browser window displaying the registration confirmation page for the 40th Pacific Seabird Group Annual Meeting. The page title is "40th Pacific Seabird Group Annual Meeting" and the location is "Portland, Oregon". The event details include "Event Details", "Holly Freifeld - Local Program Chair", and "hfreifeld@abcbirds.org". A red box highlights the text: "You'll get a confirmation screen and an email confirmation of your registration changes". The page has a navigation menu with "Confirmation" selected. A green banner states "Your registration is complete. A confirmation email has been sent to amanda.gladics@gmail.com." The "Registrant Information" section includes a barcode, registration ID (49622524), registrant name (Amanda Gladics), address (2129 NE Bryant St, Portland, OR 97211, United States), registration date (11/9/2012 3:13 PM), registrant type (Member), status (Confirmed), work phone (541 207 4463), email (amanda.gladics@gmail.com), and name as it would appear on the badge (Amanda Gladics). The "Actions" section includes links for "Mobile Event Guide", "Change Your Registration", and "Print Your Registration". The "Documents" section includes a "Receipt" link. The "Fees" section is a table with columns for Fee, Quantity, Unit Price, and Amount.

Fee	Quantity	Unit Price	Amount
Member Event Fee	1	\$275.00	\$275.00
Short-Sleeve Shirt Small	1	\$20.00	\$20.00
Shared Processing Fee	1	\$10.00	\$10.00
		Subtotal:	\$305.00
		Total:	\$305.00

9. Congratulations! You're done! You can follow the same steps to modify your registration as many times as needed.