


Unite Education Program v6.4

Job Aid: 5672

## Register a Person for an Event Session

If you added an event to Unite and set up sessions that require registration, you can start adding registrations to a session once the event is published. Session registrations are different from event registrations. A registration for an event indicates a person is planning to attend the event. A registration for a session indicates a person is planning to attend a specific session during an event.

### To add a registration to a session

1. Open a browser and log on to Unite.
2. On the main menu, click EVENTS.
3. On the navigation pane, click **Session Registrations**.
4. Click  .
5. In the **Session** text box, start entering and then select the session name.

#### Note

If you do not know the session name, click **All records** to see a list of all sessions in Unite.

6. In the **Event** text box, verify you selected a session for the correct event.
7. In the **Contact** text box, start entering and then select the name of the person you want to register to attend the session.


#### Note

If you do not know the name, click **All records** to see a list of people in Unite. It may take Unite a little while to load people into a list.

8. Click  **Save** .

**Note**

Notice Unite automatically generates a unique registration ID and event registration ID for tracking purposes.

9. Click  to close the session registration record.