



VIRGINIA TECH CORPS OF CADETS ALUMNI, INC.



ONLINE REGISTRATION AID:

Attendees:

1. Enter your FIRST and LAST NAME, and click "+Add attendee" button to add each guest.
2. Click "Continue" button.

Registration:

1. Click "Select" button to identify that you will attend the Reunion.
2. Select Quantity of attendees in your party from the drop-down, click "Next" button.
3. Select Attendee names from drop-down for each ticket, click "Save" button.
4. Click "Select" button to identify each event that you will attend at the Reunion.
5. Select Quantity of attendees in your party from drop-down, click "Next" button.
6. Select Attendee names from drop-down for each ticket, click "Save" button.
7. Go through the same process (Steps 4-6) for each event that you will attend at the Reunion. Please be patient, the page will have to reload after each event and whenever "Save" is clicked.
8. When done selecting all events you or your guests will attend, click "Continue" button.

Preferences:

1. For each attendee, fill out Options. You must select YES or NO to publish your name online for Who's Attending in order to continue to checkout.
2. Click "Checkout" button.

Would you like to make a gift? Pop-up:

1. Not required for registration, but a donation opportunity the University automatically includes in each event registration form. Click "Not Today" if you do not want to donate now.
2. If you would like to make a gift to the Corps of Cadets now, select one of the amount buttons and click "Give Now."

Checkout:

1. Please enter the email address that you wish to receive Reunion correspondence at.
2. All * fields require input to click "Continue" button.

Complete payment pop-up:

Please fill out all blanks and click "Finish and pay" button.

You will now see a confirmation page, please take a screen-shot or a picture of the confirmation page with your phone/camera in case you do not receive a confirmation email at the email address you entered during Checkout.

If you have any problems registering, please contact Edie at (540)231-7431 or emmf@vt.edu. If I do not answer the phone, please do not leave a voicemail but send an email instead. I will return your call as quickly as I can.