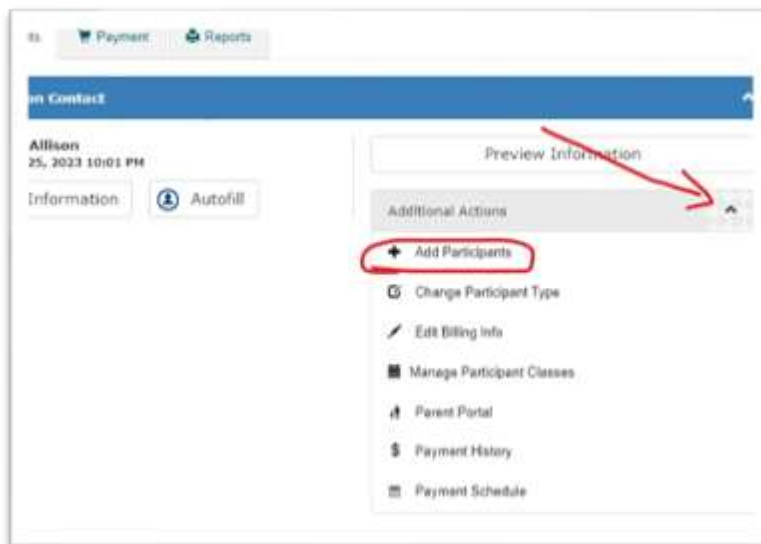


# How to Add a Part-Time Leader to a Registration

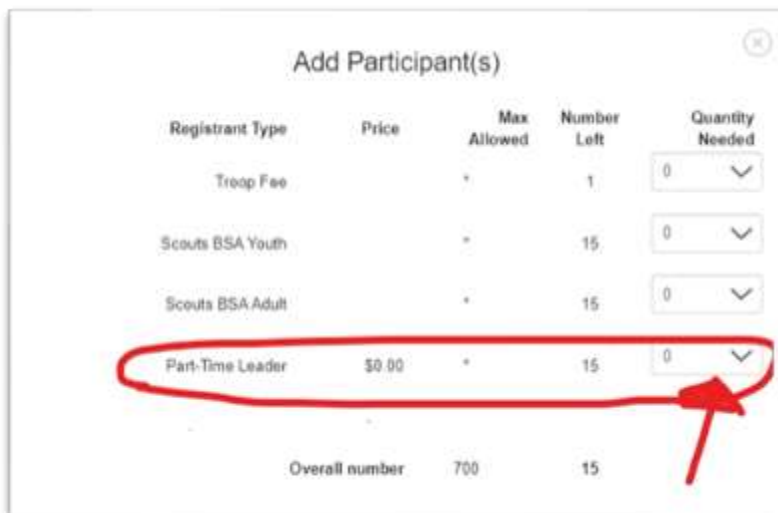
1. Go into your registration. One way to access your registration is from your confirmation email



2. Go to the registration contact and choose additional actions. Click "Add Participants"



3. Indicate the number of Part-Time Leaders you need to open slots for.  
Note: there is no charge until you check the nights they are staying overnight in the next step.



4. Fill in the details for the part-time leader and check off which nights

### Change Information for Part-Time Leader

|                                                                         |                                                                                          |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <p><b>First Name</b></p> <input type="text" value="DeDee"/>             | <p><b>Last Name</b></p> <input type="text" value="Mumbles"/>                             |
| <p><b>Mail Address ?</b></p> <input type="text" value="1234@bmc3.com"/> | <p><b>Gender</b></p> <input type="text" value="Male"/>                                   |
| <p><b>Admin Comment</b></p> <input type="text" value="Admin Comment"/>  | <p><b>Health Officer Comment</b></p> <input type="text" value="Health Officer Comment"/> |

**Select Date**  
 Check which days of the week you are attending. Full week price is \$210

|                                               |                                              |                                             |
|-----------------------------------------------|----------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Sunday               | <input checked="" type="checkbox"/> Monday   | <input checked="" type="checkbox"/> Tuesday |
| <input checked="" type="checkbox"/> Wednesday | <input checked="" type="checkbox"/> Thursday | <input type="checkbox"/> Friday             |

Actual total cost is shown on the Contact/Summary page since multiple Part Time Leader can be combined into a full week price

5. To see the part-time leaders' schedule, preview the information under the registration contact. The schedule will appear like this:

| Calculated Cost: \$292  |          |          |          |          |          |          |          |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|
| <u>Part-Time Leader</u> | Sun      | Mon      | Tue      | Wed      | Thu      | Fri      | Total    |
| <b>DeDee, Jane</b>      | X        |          |          |          |          | X        | 2        |
| <b>Mumbles, Defeo</b>   |          | X        | X        | X        | X        |          | 4        |
| <b>Ulead, Joe</b>       | X        | X        |          |          |          |          | 2        |
| <b>Total</b>            | <b>2</b> | <b>2</b> | <b>1</b> | <b>1</b> | <b>1</b> | <b>1</b> | <b>8</b> |

The days the leader is going to stay can be adjusted as needed.