

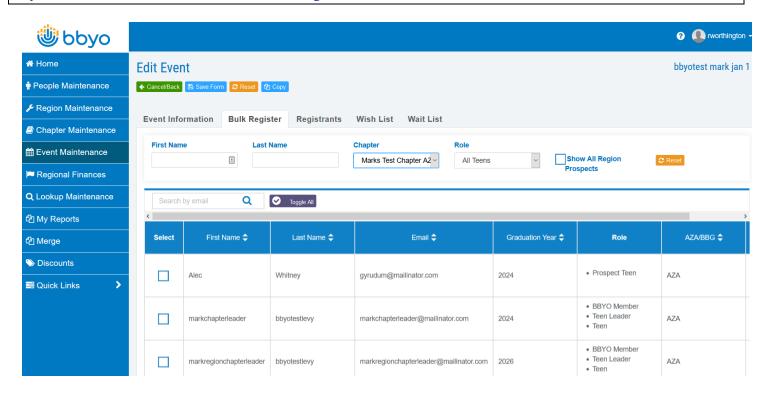
MyBBYO:BULK REGISTRATIONS

There is a new menu item in MyBBYO on each event called **BULK REGISTER**. Click there to begin.

Notes:

- Teen Leaders and Advisors can only access this tool in events that they have created or approved. If there is a
 chapter event that was created by another teen leader from the same chapter only that teen and the advisor
 who approved will be able to use the tool.
- Staff have access to all events EXCEPT International Events.
- At this time MyBBYO isn't set to be optimized for mobile devices. This tool is to be most useful using a Desktop, Laptop and some tablets like IPad Pro.

MyBBYO>Event Maintenance>Event>Bulk Register



- Filters and Searching:
 - Use first at least 3 characters to search first and/or last name; or search by e-mail address.
 - o Filter by the chapters in your region.
 - o Filter by the roles to view only Members or Only Prospects.
 - Toggle all to select or deselect the entire list.
 - Reset button resets all selections.
 - o Expand display at bottom of page to view more names at once.
- Show All Region Prospects:

• This will show all prospects in the region that are not assigned to a chapter. (Helpful for chapter events that also include prospects.)

• Click>REGISTER SELECTED:

o To save all checked people as registrants.

