



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

Select	First Name	Last Name	Email	Graduation Year	Role	AZA/BBG
<input type="checkbox"/>	Alec	Whitney	gyrudum@mailinator.com	2024	• Prospect Teen	AZA
<input type="checkbox"/>	markchapterleader	bbyotestlevy	markchapterleader@mailinator.com	2024	• BBYO Member • Teen Leader • Teen	AZA
<input type="checkbox"/>	markregionchapterleader	bbyotestlevy	markregionchapterleader@mailinator.com	2026	• BBYO Member • Teen Leader • Teen	AZA

- Filters and Searching:
 - Use first at least 3 characters to search first and/or last name; or search by e-mail address.
 - Filter by the chapters in your region.
 - 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.
 - 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:
 - To save all checked people as registrants.

<input checked="" type="checkbox"/>	Adam	Bbyotestgross	agross@mailinator.com	2020	<ul style="list-style-type: none"> • BBYO Member • Teen 	AZA	• At Large
<input checked="" type="checkbox"/>	Adeline	bbyotestlevy	adeline@mailinator.com	2020	<ul style="list-style-type: none"> • BBYO Member • Teen 	AZA	• BBYOtest Chapter

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