

Instructions for Online Event Registration using GRS

1. Login at <https://myacn.acninc.com/MyACN/Login>
2. Click on 'Events'
3. Click the 'Register Online' button
4. Select the convention code on the right-hand side of your screen and click on 'Register for Convention'
5. To register yourself simply click the 'Register' button beside your name

On this screen you have the option to enter multiple registrations, i.e. other Representatives and guests. Please note that each individual constitutes a separate registration, however one individual must pay for all multiple registrations at once.

If individuals would like to pay separately, steps 4 to 9 should be followed for each registration.

- To add a representative, enter his/her Team ID number or surname.
You can search for Representatives by his/her surname if you don't know his/her Team ID number. Once you have identified the Representative, click on the box next to the individual and then click the box 'Add Reps'.
- To add a guest, complete the required fields under 'Guest Information' and then click 'Add Guest'.

If you require Simultaneous Translation, click the 'Add Option' button next to the registered individual and select one of ACN's translation services.

6. As you add names you will see them appear at the bottom of your screen. When you have added all the names you would like to register, click the 'Checkout' button.
7. To complete online registration please select the individual who will be paying.
8. Complete the required fields with valid credit card information (for Europe: VISA or MasterCard are accepted).
9. Finally, click on the 'Pay Now' button.

Your registration is now complete! You may return to check your registration status or add as many additional registrations (i.e. other Representatives and/or guests) as you choose.

Thank you for using ACN's convenient online registration system. We look forward to seeing you at the event!

If you would like to confirm your registration status, follow steps 1-3

Your registration status will appear as one of the following:

Yes – You are confirmed

No – Your transaction failed

Processing – Your registration is still processing

If status 'No' appears, proceed with the following steps:

1. Return to the main search screen
2. Enter the Team ID and click on 'Search'
3. Under 'Previous registrations' the Representative or Guest's registration should be visible with the status 'No'
4. Click on the registration and then on the 'Pay Again' button
5. It will then display the 'Payment' screen. Proceed to enter the payment details according to steps 7 to 9