

Registration & Bill Writing

Registering for a conference

- Go to www.myig.org. Choose Middle or High School (whichever applies to you)
- REFRESH YOUR BROWSER so you have the most current information.
- Choose "Registration & Bill Writing" from the menu on the left side of the page.
- Links for registering for the conference and bill writing are at the top of the page. Choose the one for the conference that you wish to attend. (If you are planning to attend both, you must register for each one.)

To Register

- Under "Quantity", choose the number of people you are registering (usually 1).
- Choose the "ticket" that applies to you. There are several possibilities:
 - Student
 - Student-Additional Conference (Late High School conference only - for those students who are attending both conferences)
 - Advisor (double room)
 - Advisor (single room)
 - Alumni
- Select a participant or create a new account. **Remember your password. You'll need it to log in later.**
- Complete the registration form. Answer all the questions that apply to you.
- **Don't forget to check the box at the bottom of the confirmation page to agree to the registration terms and submit the registration.**
- If you wish to pay by credit card. Follow the link on the confirmation screen to go to the payment site. The program will automatically create a group invoice for those who do not submit a credit card.

Bill Writing

Only registered and **APPROVED** students will be able to submit bills.

Once your students have written their bills, an advisor will need to read and approve them on [Reggo](#).

Managing your group

Each advisor will receive an e-mail invitation to **administer his/her group**. Look for an e-mail titled "**Important Information About YIG Registration and Bill Writing**".

Once you have accepted the invitation,

- Go to "My Groups". You will see a list of the groups for which you are an administrator
- Choose "Manage Group"
- Then choose what you want to do:
 - View your roster and pending registrations
 - Choose "Registration Data" to see what everyone has entered
 - If you want to make changes, choose "Edit Registration" (at the top right, just above the yellow box)
 - Make changes and **update** the registration (at the bottom of the page)
 - Approve pending registrations (**You MUST approve your students before we will accept them.**)
 - View the ledger (see how much you owe!)
 - Edit and approve student bills (**Only registered and approved students will be able to write bills**)
 - Assign hotel rooms for your students

Check out the advisor page at www.myig.org for a "How to manage your group" tutorial.