



HOW TO ADD ITEMS TO A GM/VOLUNTER OR EXHIBITOR BADGE

ACCESSING YOUR REGISTRATION

OPTION 1 -

When the convention staff puts your free badge in the system you will get an email so make sure we have the correct address – we recommend adding database@hmgs.org to your contact list to help prevent messages from going to your SPAM Folder

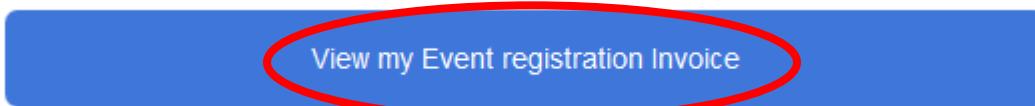
SIGN IN TO THE SITE FIRST AND THEN click on YOUR link to add games, Hobby U classes, Wally's Basement Tables or merchandise to your badge

Click the "View my Event Registration Invoice link in the email-

NAME,

You are now signed up for: CONVENTION NAME

Your Registration ID is 99999999



This will open your Event Confirmation/Itinerary – the fifth field down is this

**View, Update, or
Cancel
Registration**

<https://www.hmgs.org/events/register.aspx?id=1050219&itemid=2A310BB4-7C27-446D-B3B3-B043A511AE42>

This is a sample
NOT A LIVE LINK

Your registration will come up and you will see your contact information. **Click the Next Button** to get to the Attendee Selection tab. You will see all of the badge types available.

DO NOT MAKE ANY CHANGES IN THIS AREA. HMGS staff have added the appropriate badge and credited off the cost. IF YOU MAKE ANY CHANGES YOU MAY INVALIDATE THE BADGE AND HAVE TO CONTACT SUPPORT FOR ASSISTANCE.

Please select one of the following (required)

- | | |
|--|--|
| <input type="radio"/> Historicon 2019 Full Convention | Regularly: \$70.00 Early Bird Price: \$35.00 |
| <input type="radio"/> Historicon One Day Admission: Thursday | Price: \$30.00 |
| <input type="radio"/> Historicon One Day Admission: Friday | Price: \$30.00 |
| <input type="radio"/> Historicon One Day Admission: Saturday | Price: \$30.00 |
| <input type="radio"/> Historicon One Day Admission: Sunday | Price: \$0.00 |
| <input checked="" type="radio"/> X_FOR ADMIN USE ONLY: HC19 | Price: \$60.00 |

[Go to Step 4, Page 4](#)



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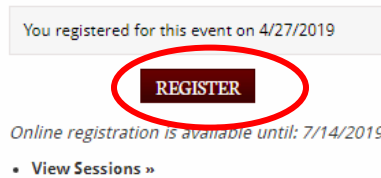
OPTION 2 -

We recommend that you review the EVENTS listing under Convention Events and choose your games, seminars and Hobby University events prior to registering.

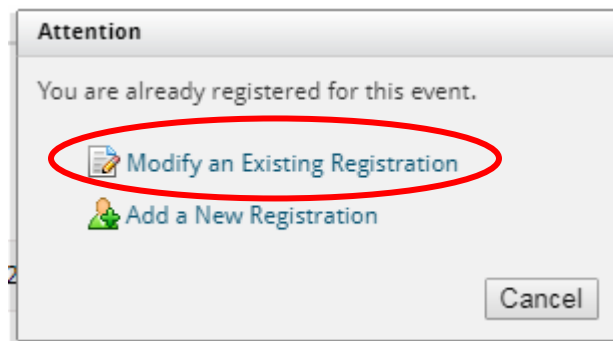
Step 1 – Login

You must be logged in and your dues must be current through the end of the show - please submit a [Contact Us](#) form if you need assistance

Step 2 – Click the Convention Registration Link under the Calendar in the Right sidebar. You will see a message “You registered for this event on M/DD/YYYY from when staff entered your badge. Click the Register Button. **If you do not see “You registered for this event . . .” listed, please contact us for assistance. Do not “just pay” for a badge. It costs HMGS money to issues refunds.**



A pop-up box will appear. Click “Modify an Existing Registration” link



Your registration will come up and you will see your contact information. Click the Next Button to get to the Attendee Selection tab. You will see all of the badge types available.

DO NOT MAKE ANY CHANGES IN THIS AREA. HMGS staff have added the appropriate badge and credited off the cost. IF YOU MAKE ANY CHANGES YOU MAY INVALIDATE THE BADGE AND HAVE TO CONTACT SUPPORT FOR ASSISTANCE.

Please select one of the following (required)

- | | |
|--|--|
| <input type="radio"/> Historicon 2019 Full Convention | Regularly: \$70.00 Early Bird Price: \$35.00 |
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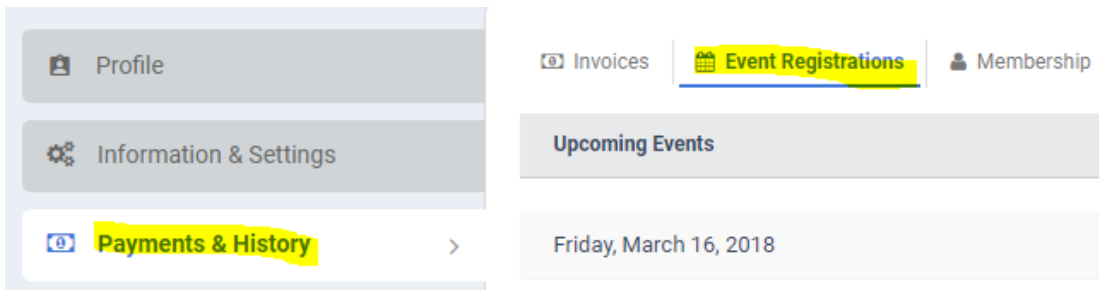
OPTION 3 -

We recommend that you review the EVENTS listing under Convention Events and choose your games, seminars and Hobby University events prior to registering.

Step 1 – Login

You must be logged in and your dues must be current through the end of the show - please submit a [Contact Us](#) form if you need assistance

Step 2 – Your GM Badge has been added to the system for you – to purchase merchandise or add games to your badge click Manage Profile under My Profile in the right sidebar – click Payments & History (3rd tab down), click Event Registrations (2nd tab over)



If you do not see Events Registration listed, please contact us for assistance. Please do not “just pay” for a badge. It costs HMGS money to issues unnecessary refunds.

Step 3 – Click Edit Icon next to the entry for your name under Upcoming Events

Upcoming Events		Event Name
DATE		<u>CONVENTION NAME</u>
Attendee Name (Sessions) Print		Registration ID
GM Name		2017122

Your registration will come up and you will see your contact information. Click the Next Button to get to the Attendee Selection tab. You will see all of the badge types available.

DO NOT MAKE ANY CHANGES IN THIS AREA. HMGS staff have added the appropriate badge and credited off the cost. IF YOU MAKE ANY CHANGES YOU MAY INVALIDATE THE BADGE AND HAVE TO CONTACT SUPPORT FOR ASSISTANCE.

Please select one of the following (required)

- Historicon 2019 Full Convention *Regularly: ~~\$70.00~~ **Early Bird Price: \$35.00***
- Historicon One Day Admission: Thursday *Price: \$30.00*
- Historicon One Day Admission: Friday *Price: \$30.00*
- Historicon One Day Admission: Saturday *Price: \$30.00*
- Historicon One Day Admission: Sunday *Price: \$0.00*
- X_FOR ADMIN USE ONLY: HC19 *Price: \$60.00*

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★ Step 4 –

- * Enter the Quantity for any merchandise (T-shirts, Raffle Tickets) you wish to purchase under Related Products
- *Select Wally's Base sessions if you wish to purchase flea market tables. Note: there are two separate items that much be selected for each WB session

Please Select Any Sessions You Wish to Attend

Wally's Basement - MAKE SURE YOU CLICK 2 FOR EACH - ONE TIME, ONE TABLE		Starts	Ends
<input checked="" type="checkbox"/>	Wally's Basement Sat AM	10:00:00 AM	1:00:00 PM
Please select one of the following (required)			
<input checked="" type="checkbox"/>	TestCon Wally's Basement Table: SAT AM <small>(more)</small>	Price: \$1,000,000.00 Your Price: \$25.00	
<input type="checkbox"/>	Wally's Basement SAT PM	2:00:00 PM	5:30:00 PM
▶ Thursday Games		Starts	Ends
▶ Friday Games		Starts	Ends
▶ Saturday Games		Starts	Ends
▶ Sunday Games		Starts	Ends

Registration Information

- * Select Games by clicking the Day to expand and see the list of available games. Hobby University Classes and War College Seminars are listed separately. Hint. Click Ctrl+F and search by event number to find games faster.

– There is no limit to the number of games you may register per day. Start times and end times may not overlap.

Step 5 - Click Save & Proceed to checkout OR Click Save and Add Another Attendee if you need to add a Spouse or Youth Badge

Choose Your Required Event Ticket

- Spouse Badge *Price:\$0.00*
- Youth Badge - Age 14 and under *Price:\$0.00*

Repeat Save & Add Another Attendee if additional Youth badges are needed. After you have completed this you may click SAVE & PROCEED TOCHECKOUT



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Step 6 – Check out Step 1. Your Recipient Information will auto-fill from the previous screens. Select your payment method. You may use the following:

- Paypal
- Credit Card – American Express, Discover, MasterCard or Visa

You may mark the box next to Check here if the billing address is the same as the member address to auto-fill the Billing Information and then click PROCEED TO CONFIRMATION

Step 2 – Verify information and then click COMPLETE ORDER

CONGRATULATIONS YOU HAVE COMPLETED REGISTRATION – PLEASE PRINT YOUR EVENT REGISTRATION AND YOUR INVOICE/RECEIPT FOR YOUR RECORDS. WE STRONGLY SUGGEST BRINGING A COPY OF YOUR RECEIPT TO THE CONVENTION.

NOTE: Games selections do not print your receipt as you do not pay for games. Game selections will be visible on the Event Itinerary.