

How to Add a Participant to a Class

All participants need a profile on REAA.org. This is necessary for CE certificates and credit card processing. If a participant does not have an account, they need to fill out an application (for either membership or a Free Website Profile (NON-MEMBER APPRAISER). Detailed instructions on the application process can be found [HERE](#).

Once the participant has a profile on the website, they can be added to the event.

1) Login to the Admin Side of REAA.org

You can gain access to our old website at <http://reaaca.org> and log in with your account credentials to access old CE Certificates.

Friends of REAA

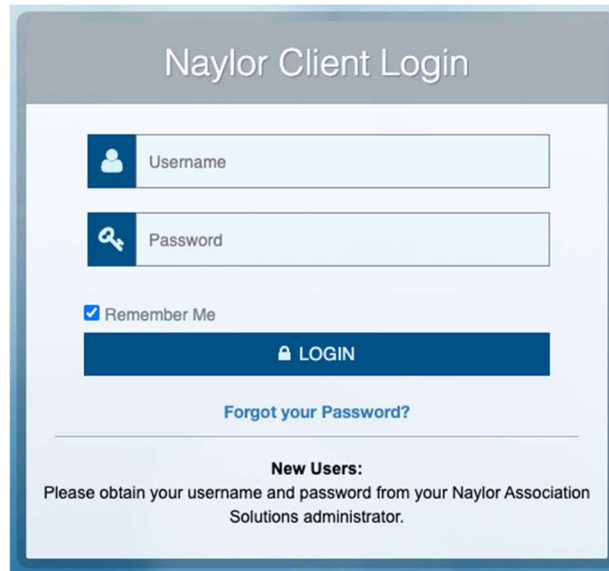


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P.O.Box 661706, Sacramento, CA 95866 |
info@reaa.org

NAYI

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Admin Login

- 2) Enter your Admin Username and Password
(This is different than your REAA.org. The login is first initial followed by your last name.
e.g. "John Smith" username would be "JSmith") If you need help contact info@reaa.org



Naylor Client Login

Username

Password

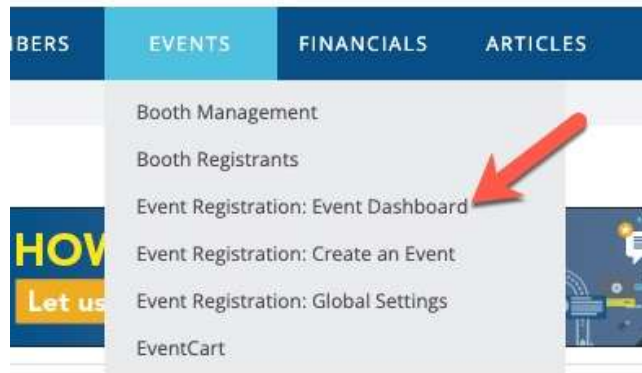
Remember Me

LOGIN

[Forgot your Password?](#)

New Users:
Please obtain your username and password from your Naylor Association Solutions administrator.

- 3) Navigate to Events > Event Registration: Event Dashboard



- 4) If the event registration has closed on the website prior to the event, click the closed bar on the bar graph.



Click on an individual bar or event status label to filter the results below

- 5) Click on the name of the event you wish to register the participant for.

Event Name	Registered	Absent	Total Registration \$	Unpaid Balance \$	# of Days	Date	Copy	Delete
Residential Contracts, LIVE, 2hr Petaluma	23	0	\$0.00	\$0.00	1	4/21/2022 9:30 AM	Copy	Delete
ANSI Measurement Guide for Appraisers	0	0	\$0.00	\$0.00	1	5/19/2022 9:00 AM	Copy	Delete
Adjustment Support -- Sacramento CA	0	0	\$0.00	\$0.00	1	6/14/2022 5:30 PM	Copy	Delete
USPAP 2022-2023 Update LIVE in Sacramento	4	0	\$825.00	\$0.00	1	7/7/2022 8:30 AM	Copy	Delete

Showing 1 to 4 of 4 entries

Previous **1** Next

- 6) The list of registered attendees should appear. Click on the “Register Member” button at the top of the list. DO NOT SELECT REGISTER PUBLIC.

Event Registrant Dashboard

By Name

Filter

By Status

- All
- Paid
- Invoiced
- CC Due
- Overpaid
- Waitlist
- Opt-Out
- Cancelled

By Type

- All
- Licensed Appraiser Member (21)
- Trainee Appraiser Member (2)

Register Member Register Public Export All Check All Mail Bulk Certifications

	Status	Name	Registrant Type	Balance	Reg Date	Organization
<input type="checkbox"/>	Paid	Lindsay, Mark	Licensed Appraiser Member	\$0.00	4/4/2022 8:36 PM	Marin county
<input type="checkbox"/>	Paid	Grega, Brooke	Licensed Appraiser Member	\$0.00	4/8/2022 10:00 AM	Sonoma, CA
<input type="checkbox"/>	Paid	Palubinskas, Stephen	Licensed Appraiser Member	\$0.00	4/8/2022 12:28 PM	--
<input type="checkbox"/>	Paid	Harrigan, Kevin	Licensed Appraiser Member	\$0.00	4/8/2022 2:23 PM	Harrigan Appraisal Services
<input type="checkbox"/>	Paid	Feikert, Patricia	Licensed Appraiser Member	\$0.00	4/9/2022 4:11 PM	Feikert Appraisal Service
<input type="checkbox"/>	Paid	Kirby, Erik	Licensed Appraiser Member	\$0.00	4/11/2022 10:12 AM	Kirby Appraisal Company Inc

- 7) In the “Enter Name” field, search for the name of the Walk-In by either First Name or Last Name. Click the “Find Member” button to the right.

REMINDER: All Walk-In registrants need a profile on REAA.org. This is necessary for CE certificates and credit card processing. If a Walk-In does not have an account, have them fill out an application (for either membership or a Free Website Profile (NON-MEMBER APPRAISER). Detailed instructions on the application process can be found [HERE](#).

📅 Residential Contracts, LIVE, 2hr CE, Petaluma

Registrants Upsell

Of Registrants: 23 Maximum Occupancy: 50

Enter Name

Find Member

8) Click on the name of the Walk-In you wish to register.

📅 Residential Contracts, LIVE, 2hr CE, Petaluma

Registrants Upsell Promo Codes

Of Registrants: 23 Maximum Occupancy: 50

Enter Name [Find Member](#)

Show entries Search:

Contact Id	Last Name	First Name	Organization	Member Type	Status
78	Smith	Mark	--	Free Website Profile (NON-MEMBER APPRAISER)	Active
240	Smith	Neil	Sole Proprietor	Licensed Appraiser Member	Active
253	Smith	John	--	Licensed Appraiser Member	Active

Showing 1 to 3 of 3 entries Previous **1** Next

9) The Walk-In is now registered, and their appropriate pricing based on their membership (Licensed Appraiser, Trainee, Free Website Profile Non-Member, etc.) will be displayed and should reflect a balance due (if applicable).

Summary **Mark Smith** CC Due 📅 Residential Contracts, LIVE, 2hr CE, Petaluma

Member Type: Free Website Profile (NON-MEMBER APPRAISER)
Expiration Date: 1/11/2023
Due: \$25.00
Email: smithm1857@hotmail.com

4/20/2022 12:00 PM Registered for Event

[Opt-out](#) [Cancel](#) [Delete](#) [Print Summary](#) [Email Summary](#)

Date	Qty	Description	Cost	Total	Payment	Balance	Action
4/20/2022	1	Event Registration Fee (All Days) Certification: NB 2022-3 Residential Contract Analysis	\$25.00	\$25.00		\$25.00	

10) Click the Payments link on the left menu to process the payment.

Summary **Neil Smith** CC Due 📅 Residential Contracts, LIVE, 2hr CE, Petaluma

Organization: Sole Proprietor
Type: Licensed Appraiser Member
Expiration Date: 1/1/2023
Due: \$15.00
Email: appraiserneil@sbcglobal.net

4/20/2022 11:36 AM Registered for Event

[Opt-out](#) [Cancel](#) [Delete](#) [Print Summary](#) [Email Summary](#)

Date	Qty	Description	Cost	Total	Payment	Balance	Action
4/20/2022	1	Event Registration Fee (All Days) Certification: NB 2022-3 Residential Contract Analysis	\$0.00	\$0.00		\$0.00	
4/20/2022	1	Walk In Member	\$15.00	\$15.00		\$15.00	🗑️

11) Select "Credit Card" from the Payment Type Drop Down.

Summary Neil Smith **CC Due**

Organization: Sole Proprietor

Member Type: Licensed Appraiser Member

Expiration Date: 1/1/2023

Due: \$15.00

Email: appraiserneil@sbcglobal.net

Payments

Pricing

Upsell

Contact Info

Notes

Payment Type

- ✓ Credit Card
- Check
- Cash
- Refund
- Promo Code
- ACH
- Invoice

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Public Site | Sign Out | Support

12) Leave all the fields blank and click the "Pay with Credit Card" button on the right hand side of the screen.

Registrants Upsell Promo Codes Financials Setup Reports Dashboard

Residential Contracts, LIVE, 2hr CE, Petaluma

4/20/2022 11:36 AM Registered for Event

Summary Neil Smith **CC Due**

Organization: Sole Proprietor

Member Type: Licensed Appraiser Member

Expiration Date: 1/1/2023

Due: \$15.00

Email: appraiserneil@sbcglobal.net

Payments

Pricing

Upsell

Contact Info

Notes

Payment Type

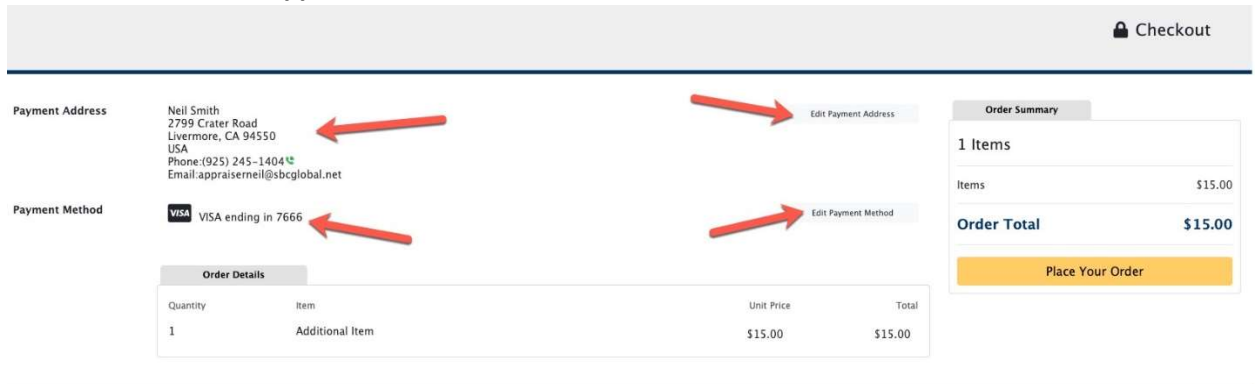
Credit Card

Opt-out Cancel Delete Print Summary Email Summary Adjust Balance

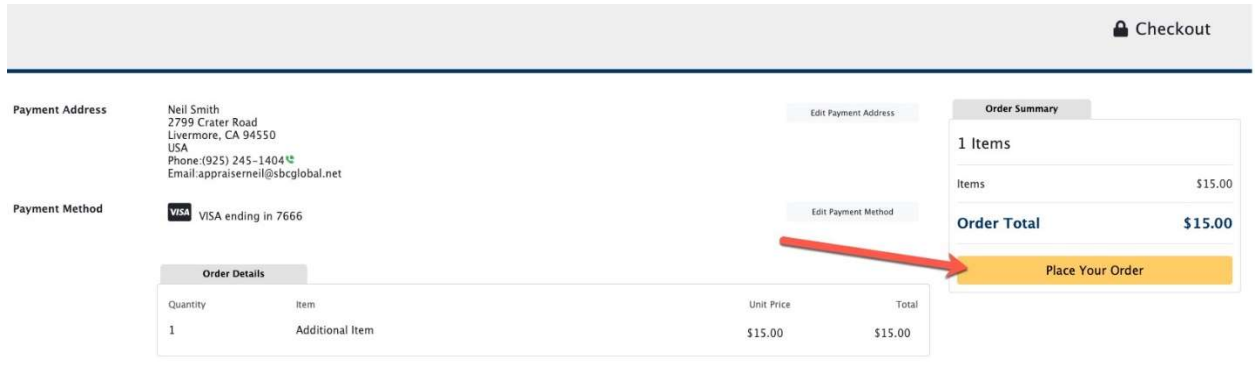
Pay with Credit Card

CC Description	Value
CC First Name	<input type="text"/>
CC Last Name	<input type="text"/>
Amount	15.00
Card Type	<input type="text"/>
Transaction ID	<input type="text"/>
Transaction Date	4/20/2022

13) A New window should popup with the Checkout screen. If this person has Payment Address and Payment Method saved in their profile, information should auto populate. If no information is present, Click the “Edit Payment Address” and/or “Edit Payment Method” button and enter the applicable information.



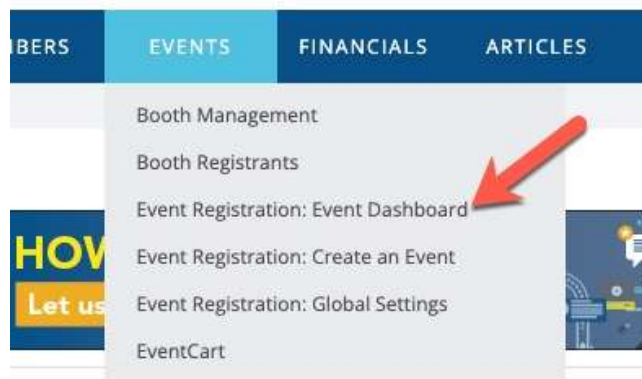
14) Once all the fields are complete click the “Place Your Order” button.



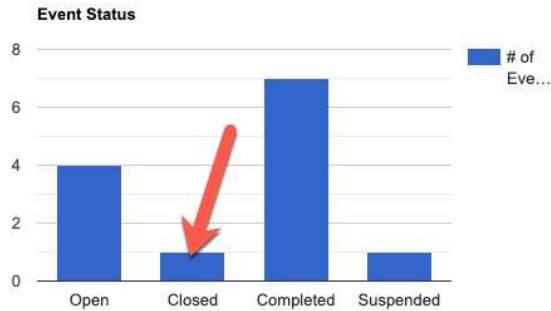
15) You will get a confirmation display and an email receipt will be sent to the participant.

The participant is now registered and has paid!

16) Confirm the participant was added and has paid. Navigate to Events > Event Registration: Event Dashboard



17) If the event registration has closed on the website prior to the event, click the closed bar on the bar graph.



Click on an individual bar or event status label to filter the results below

18) Click on the name of the event you wish to register the participant for.

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USPAP 2022-2023 Update LIVE in Sacramento	4	0	\$825.00	\$0.00	1	7/7/2022 8:30 AM	Copy	Delete

Showing 1 to 4 of 4 entries

Previous 1 Next

19) The new participants name should be in the list and Status should reflect "Paid"

Event Registrant Dashboard

By Name:

By Status:

- All
- Paid
- Invoiced
- CC Due
- Overpaid
- Waitlist
- Opt-Out
- Cancelled

By Type:

- All
- Licensed Appraiser Member (21)
- Trainee Appraiser Member (2)

Status	Name	Registrant Type	Balance	Reg Date	Organization
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<input type="checkbox"/> Paid	Gregg, Brooke	Licensed Appraiser Member	\$0.00	4/8/2022 10:00 AM	Sonoma, CA
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<input type="checkbox"/> Paid	Harrigan, Kevin	Licensed Appraiser Member	\$0.00	4/8/2022 2:23 PM	Harrigan Appraisal Services
<input type="checkbox"/> Paid	Feikert, Patricia	Licensed Appraiser Member	\$0.00	4/9/2022 4:11 PM	Feikert Appraisal Service
<input type="checkbox"/> Paid	Kirby, Erik	Licensed Appraiser Member	\$0.00	4/11/2022 10:12 AM	Kirby Appraisal Company Inc
<input type="checkbox"/> Paid	Clark, Melody	Licensed Appraiser Member	\$0.00	4/11/2022 11:30 AM	7680 Giusti Rd, Forestville, CA 95436
<input type="checkbox"/> Paid	Bradley, Bruce	Licensed Appraiser Member	\$0.00	4/11/2022 1:23 PM	--