

# How to Add a Walk-In to an Event

If an additional charge is required for Walk-In registrants, make sure this is setup in the creation of the event. [Refer to How to Create an Event with a Certificate \(.pdf\)](#)

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](#).

Once the Walk-In 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://reaa.org> and log in with your account credentials to access old CE Certificates.

### Friends of REAA

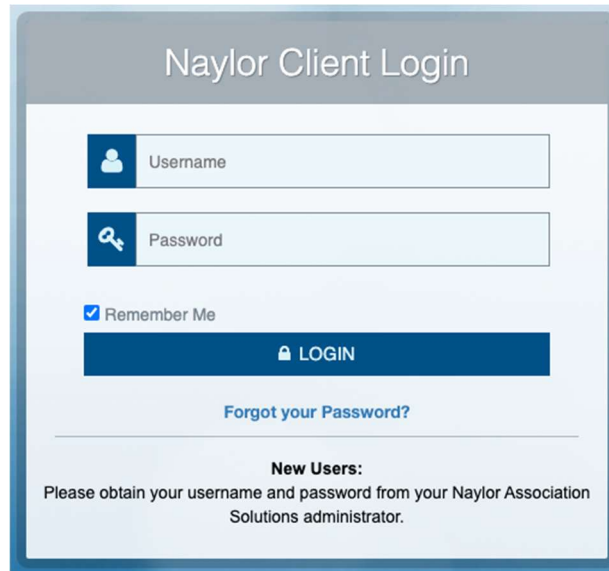


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P.O.Box 661706, Sacramento, CA 95866 |  
info@reaa.org

NAYI

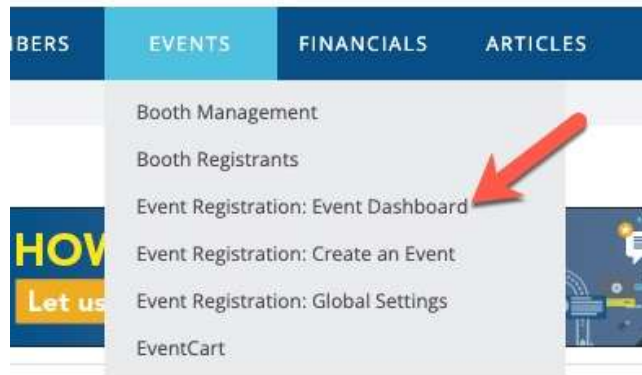
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Admin Login

- 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](mailto:info@reaa.org)

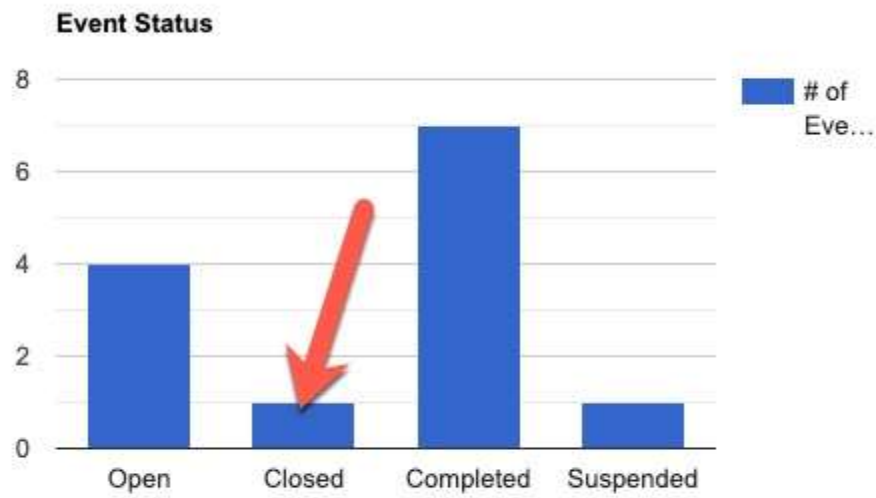


The image shows a login form titled "Naylor Client Login". It features two input fields: "Username" with a person icon and "Password" with a key icon. Below these fields is a checked checkbox labeled "Remember Me". A blue "LOGIN" button with a lock icon is positioned below the checkbox. A link "Forgot your Password?" is located below the login button. At the bottom, a section titled "New Users:" contains the text: "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 Walk-In for.

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

# Of Registrants: 23 Maximum Occupancy: 50

Enter Name

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 10 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.

Registrants Upsell Promo Codes Financials Setup Reports Dashboard

Summary Neil Smith **Paid**

Organization: Sole Proprietor  
 Member Type: Licensed Appraiser Member  
 Expiration Date: 1/1/2023  
 Payments: \$0.00  
 Email: appraiserneil@sbcglobal.net

Residential Contracts, LIVE, 2hr CE, Petaluma  
 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) <b>Certification:</b> NB 2022-3 Residential Contract Analysis	\$0.00	\$0.00		\$0.00	

10) If a Walk-In add on "Upsell" fee applies, click Upsell from the Registrants menu on the left.

Registrants Upsell Promo Codes Financials Setup

Summary Neil Smith **Paid**

Organization: Sole Proprietor  
 Member Type: Licensed Appraiser Member  
 Expiration Date: 1/1/2023  
 Payments: \$0.00  
 Email: appraiserneil@sbcglobal.net

Residential Contracts, LIVE, 2hr CE,  
 4/20/2022 11:36 AM Register

Opt-out Cancel Delete Print Summary

Date	Qty	Description	Cost	Total	Payment
4/20/2022	1	Event Registration Fee (All Days) <b>Certification:</b> NB 2022-3 Residential Contract Analysis	\$0.00	\$0.00	

11) Change the Qty to "1" to charge the indicated unit cost. Click the "Update Items" Button.

NOTE: If "Walk-In" does not display in this list, it has not been setup for this type of individual (Licensed Appraiser, Trainee, Free Website Profile Non-Member, etc) in the class setup. [Refer to How to Create an Event with a Certificate \(.pdf\)](#)

Registrants Upsell Promo Codes Financials Setup Reports Dashboard

Neil Smith **Paid**

Residential Contracts, LIVE, 2hr CE, Petaluma

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

Opt-out Cancel Delete Print Summary Email Summary

Summary Neil Smith **Paid**

Organization: Sole Proprietor

Member Type: Licensed Appraiser Member

Expiration Date: 1/1/2023

Payments: \$0.00

Email: appraiserneil@sbcglobal.net

Upsell

Contact Info

Notes

Upsell Items

Name	Unit Cost	Qty	Item Total	Additional Information
Walk In Member	\$15.00	1	\$15.00	

Update Items

12) This should take you back to the registrant's summary page where the Walk-In fee has been applied and should reflect a balance due.

Summary Neil Smith **CC Due**

Residential Contracts, LIVE, 2hr CE, Petaluma

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

Opt-out Cancel Delete Print Summary Email Summary

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

Summary

Payments

Pricing

Upsell

Contact Info

Notes

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	\$0.00	
4/20/2022	1	Walk In Member	\$15.00	\$15.00		\$15.00	

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

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](mailto:appraiserneil@sbcglobal.net)

Residential Contracts, LIVE, 2hr CE, Petaluma

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	\$0.00	
4/20/2022	1	Walk In Member	\$15.00	\$15.00	\$15.00	\$15.00	

14) 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](mailto:appraiserneil@sbcglobal.net)

Payment Type

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

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

**Summary**

**Payments**

**Pricing**

**Upsell**

**Contact Info**

**Notes**

Neil Smith CC Due

**Organization:** Sole Proprietor

**Member Type:** Licensed Appraiser Member

**Expiration Date:** 1/1/2023

**Due:** \$15.00

**Email:** appraiserneil@sbcglobal.net

Payment Type  
Credit Card

Registrants Upsell Promo Codes Financials Setup Reports Dashboard

📅 Residential Contracts, LIVE, 2hr CE, Petaluma

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

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

16) 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.

🔒 Checkout

**Payment Address**

Neil Smith  
2799 Crater Road  
Livermore, CA 94550  
USA  
Phone: (925) 245-1404  
Email: appraiserneil@sbcglobal.net

**Payment Method**

VISA ending in 7666

Edit Payment Address

Edit Payment Method

**Order Summary**

1 Items

Items \$15.00

**Order Total \$15.00**

Place Your Order

**Order Details**

Quantity	Item	Unit Price	Total
1	Additional Item	\$15.00	\$15.00




17) Once all the fields are complete click the "Place Your Order" button.

[Checkout](#)

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**Payment Address**  
Neil Smith  
2799 Crater Road  
Livermore, CA 94550  
USA  
Phone: (925) 245-1404  
Email: appraisemell@sbcglobal.net

**Payment Method**  
 VISA ending in 7666

**Order Details**

Quantity	Item	Unit Price	Total
1	Additional Item	\$15.00	\$15.00


**Order Summary**

1 Items

Items \$15.00

**Order Total \$15.00**

**Place Your Order**



18) You will get a confirmation display and an email receipt will be sent to the Walk-In.  
The Walk-In is now registered and has paid!