REGISTRATION FLOW VIA EVENT REG PAGE.

1. Click on Event link
2. Click Join Event
3. Select Ticket Type
4. Set up account / Or log in
5. Email sent to Finalise Registration and Answer Additional Questions
6. Create Profile
7. 24 Hour Reminder
8. 1 Hour Out Reminder
REGISTRATION FLOW VIA EVENT REG PAGE.

- Click on Join Event on the reg page.

Choose your ticket & either sign into your Hopin account if you already have one or continue as a guest.

If you are signing in you will see:
If you forget your password please click on the ‘Forgot your password?’ icon & follow the steps to reset this.
You can either login to your account if you already have one or click "Create an account" at the top. Then you can Sign up.
REGISTRATION FLOW VIA EVENT REG PAGE.

You will then be brought back to this page to fill in your registration details & click on Complete Order & go back to your email to verify your registration.

Hello Ellen! Please verify your email below to access ARISE Forum - Americas and the Caribbean
Order date: Sep 28, 2021

ARISE Forum - Americas and the Caribbean
Oct 28th

You will then get a confirmation email. Please click on ‘Verify and join event’ to fully confirm your registration.
REGISTRATION FLOW VIA EVENT REG PAGE.

You will be brought to the closed Reception page where you can 'create your profile' & fill in your information for the event to share with other attendees.

You will then get a confirmation email & you can add the event to your calendar.

Estimado Ellen
Nos complace confirmar su registro para el Foro ARISE de las Américas y el Caribe, que se celebrará virtualmente el 28 de octubre de 2021.
Saludos cordiales,
La Secretaría

Dear Ellen
We are pleased to confirm your registration for the ARISE Forum Americas and the Caribbean, virtually convening on October 28th 2021.
Kind Regards,
The Secretariat
REGISTRATION FLOW VIA EVENT REG PAGE.

The attendee will receive two reminder emails & can enter the event via the blue button in these emails:
- 24h Out Email
- 1h Out Email

Hi Conor 😊

ARISE Forum - Americas and the Caribbean will begin in less than 24 hours. Get ready!
When it's time, you can join the event by going to the event page.

Add to Calendar

Hi Conor 😊

ARISE Forum - Americas and the Caribbean will begin in less than 60 minutes. Get ready!
When it's time, you can join the event by going to the event page.

Add to Calendar

This event and invitation are hosted and managed by UNDRR and powered on Hopin. To opt-out of further notifications around this event, please click here.

Use of the Hopin service and website is subject to the Hopin Terms & Conditions and Privacy Policy.
REGISTRATION FLOW VIA MAGIC LINK V1.

1. They receive magic link invite via email
2. They click on the blue ‘Confirm your registration’
3. Create profile
4. 24h email
5. 1h email
6. Enter event on day via the blue button in any email they received from Hopin.
1. They receive the magic link email invite.
2. They click on the blue 'Confirm your registration' within the email invite.
3. The attendee is then brought to the event “waiting” page. The guest can edit their profile in Hopin (avatar, name, headline, and social media handles).
After confirming their invite, attendees will be brought to the closed Reception page where they can begin to Create their profile.
REGISTRATION FLOW VIA MAGIC LINK V1.

The attendee will receive two reminder emails & can enter the event via the blue button in these emails:
- 24h Out Email
- 1h Out Email
REGISTRATION FLOW VIA MAGIC LINK V2.

1. They receive magic link invite via email
2. They click on the blue ‘Confirm your registration’
3. They must do a 2 step authentication process to confirm their registration
4. Create profile
5. 24h email
6. 1h email
7. Enter event on day via the blue button in any email they received from Hopin.
1. The Attendee is sent a direct invite from Hopin.
2. They click on the blue ‘Confirm your registration’ within the email invite.
3. The attendee then must do a 2 step authentication process to confirm.
REGISTRATION FLOW VIA MAGIC LINK V2.

Step 1 Authentication

Attendee must click on 'Verify and join event'. This is their unique link.

The Attendee will see the above image. They must go back to their email to click on their confirmation link.
Step 2 Authentication
Attended must click on ‘Confirm & Join Event. This link expires after 10 minutes so must be done straight away.

After confirming their invite attendees will be brought to the closed Reception page where they can begin to Create their profile.
REGISTRATION FLOW VIA MAGIC LINK V2.

The attendee will receive two reminder emails & can enter the event via the blue button in these emails:
- 24h Out Email
- 1h Out Email
THANK YOU!