



# 2017 Get Real Conference Step-by-Step Instructions



1. Log into your Online Business Center. Hover over **EVENTS**, then click “Get Real 2017 Registration”.

29:11 Please complete your registration within 30 minutes. After 30 minutes, the page will expire and you will have to begin the registration process again.

### Ticket Assignment Information

Welcome, Jenny Carter. (Not Jenny? Click [here](#).)

**Each brand partner can purchase a maximum of 5 tickets total.**

You have the option to assign up to 2 tickets to your own Brand Partner ID. If you are assigning tickets to more than one guest, please note that you can assign a maximum of 2 of your tickets to a guest.

**Should you choose to purchase your tickets and assign at a later date, please choose either [Hold to Assign to Other BP](#) or [Hold to Assign to Guest](#). The profile information for the [Hold](#) tickets will default to the information of the ticket purchaser's account as a place holder on the ticket until the ticket is assigned.**

If you choose to assign a ticket to another Brand Partner at a later date, please note that you will be able to assign the held ticket beginning in early October. To assign a held ticket to another Brand Partner, you will log in through your Back Office to access your Brand Partner Console and select the **held** ticket you wish to assign.

### Assigned Tickets

Brand Partner ID	Buyer Name	Ticket Type	Record ID
none assigned			

### Available Tickets

Ticket Type	Quantity	Unit Price	Sub Total
Balcony (All Levels) Ticket	0	\$119.00	\$0.00

0  
1  
2  
3  
4  
5

FINISH REGISTRATION CANCEL

2. To purchase tickets(s): Select the number of tickets that you wish to purchase.

Ticket Type	Quantity	Unit Price	Sub Total
Balcony (All Levels) Ticket	2	\$119.00	\$0.00

Balcony (All Levels)  
Ticket #1

ASSIGN TO SELF

ASSIGN TO OTHER BRAND PARTNER

ASSIGN TO GUEST

✕

HOLD TO ASSIGN TO OTHER BP

HOLD TO ASSIGN TO GUEST

Balcony (All Levels)  
Ticket #2

ASSIGN TO SELF

ASSIGN TO OTHER BRAND PARTNER

ASSIGN TO GUEST

✕

HOLD TO ASSIGN TO OTHER BP

HOLD TO ASSIGN TO GUEST

3. Once you have selected the number of tickets and ticket types you wish to purchase, your next step is to assign each ticket you have selected. To assign a ticket to your own Brand Partner Account, click **ASSIGN TO SELF**. To assign a ticket to Guest, click **ASSIGN TO GUEST**. Or, if want to assign a ticket to another Brand Partner, click **ASSIGN TO OTHER BRAND PARTNER**. If you would like to purchase a ticket without assigning it at the time of purchase, please select **HOLD TO ASSIGN TO GUEST** for a Guest Ticket, or **HOLD TO ASSIGN TO OTHER BP** to assign a ticket later to another Brand Partner Account.

Balcony (All Levels)  
Ticket #1

First Name \* 
 Last Name \*

Company Name 
 Brand Partner ID

Address \* 
 City \* 
 State/Province \*

Postal Code \* 
 Country \* 
 Email

Primary Phone 
 Mobile Phone

Will you need ADA wheelchair accessibility? \*
   
 Yes
   
 No

Will you need translation services? If so, please select a language below: \*

4. Assign your first ticket. Please ensure First Name, Last Name, City, State and Country are entered as you want this to appear on the Name Badge. Complete the Survey Questions (mandatory).

Balcony (All Levels)  
Ticket #2

First Name \* 
 Last Name \*

Company Name

Address \* 
 City \* 
 State/Province \*

Postal Code \* 
 Country \* 
 Email

Primary Phone 
 Mobile Phone

Will you need ADA wheelchair accessibility? \*
   
 Yes
   
 No

Will you need translation services? If so, please select a language below: \*

5. Assign your remaining tickets. Again, please ensure First Name, Last Name, City, State and Country are entered as you want this to appear on the Name Badge. Complete the Survey Questions (mandatory).

## Payment

Total to pay: **\$238.00**



Name on Card \*

Card Number \*

Expiration Date \*

CVV Code \*



**SUBMIT PAYMENT**

6. Enter Payment Information and click **SUBMIT PAYMENT**. Do not “back” or close out while payment processes.

## Registration Confirmation

✓ Your Registration is Complete!

### Purchase Summary

Title	Qty.	Unit	Amount
Brand Partner Contact	1	\$0.00	\$0.00
<b>Total</b>			<b>\$0.00</b>

[BACK TO HOME](#)

### Self Test

**Your Record ID :** 5NN5W69S

Thank you for registering. If an email was provided, a confirmation will be emailed to you shortly. If you would like to add an email address, please select **BACK TO HOME** below.

[PRINT RECEIPT](#)

[PRINT CONFIRMATION](#)

### Purchase Summary

Title	Qty.	Unit	Amount
Balcony (All Levels) Brand Partner	1	\$119.00	\$119.00
<b>Total</b>			<b>\$119.00</b>

### Payment History

	Amount
April 10, 2017 11:57 am (Visa)	PAYMENT \$119.00

[BACK TO HOME](#)

## Guest Test

Your Record ID : 1LFL6WBL

Thank you for registering. If an email was provided, a confirmation will be emailed to you shortly. If you would like to add an email address, please select **BACK TO HOME** below.

 PRINT RECEIPT

 PRINT CONFIRMATION

### Purchase Summary

Title	Qty.	Unit	Amount
Balcony (All Levels) Guest	1	\$119.00	\$119.00
<b>Total</b>			<b>\$119.00</b>

### Payment History

	Amount
April 10, 2017 11:57 am (Visa)	PAYMENT \$119.00

[BACK TO HOME](#)


7. Your Registration is Complete! You may print a receipt or a confirmation for each of the tickets you purchased and assigned now, or you may come back at a later date. An email confirmation will automatically be emailed to the email addresses listed on each registration. **BACK TO HOME** will take you back to your Online Business Center.

## Modify Registration

Welcome, Jenny Carter. (Not Jenny? Click [here](#).)

Please review your information and make desired changes by selecting *Modify*.

## Contact Profile

 MODIFY PROFILE

### Personal Information

Jenny Carter  
6100 West Plano Parkway, Ste 3500  
Plano, TX 75093  
USA

### Organization Information

Wyndham Jade  
6100 West Plano Parkway, Ste 3500  
Plano, TX 75093  
USA

## Ticket Purchases

ADD TICKETS

You have bought 2 of your 5 tickets.

To assign a ticket to a guest, click "Modify Profile" and modify the information for the ticket to match the information of your guest. To assign a ticket to a Brand Partner, click "Assign Ticket" and enter the Brand Partner ID of the Brand Partner you wish to assign a ticket.

Brand Partner ID	Buyer Name	Ticket Type	Record ID	
4866250	Self Test	Balcony (All Levels) Brand Partner	5NN5W69S	<a href="#">MODIFY PROFILE</a>
	Guest Test	Balcony (All Levels) Guest	1LFLGWBL	<a href="#">MODIFY PROFILE</a>

## Assigned Tickets

You have been assigned 1 ticket(s).

To assign a ticket to a guest, click "Modify Profile" and modify the information for the ticket to match the information of your guest. To assign a ticket to a Brand Partner, click "Assign Ticket" and enter the Brand Partner ID of the Brand Partner you wish to assign a ticket.

Brand Partner ID	Buyer Name	Ticket Type	Record ID	
4866250	Self Test	Balcony (All Levels) Brand Partner	5NN5W69S	<a href="#">MODIFY PROFILE</a> <a href="#">ASSIGN TICKET</a>

8. To purchase additional tickets or to modify tickets you have assigned to your own Brand Partner Account and / or assigned to any Guests, log back into your Online Business Center. You may not modify a ticket once it is assigned to another Brand Partner.

## Contact Profile

 MODIFY PROFILE

### Personal Information

Jenny Carter  
6100 West Plano Parkway, Ste 3500  
Plano, TX 75093  
USA

### Organization Information

Wyndham Jade  
6100 West Plano Parkway, Ste 3500  
Plano, TX 75093  
USA

\* indicates a required field

First Name *	<input type="text" value="Jenny"/>			Last Name *	<input type="text" value="Carter"/>		
Company Name	<input type="text" value="Wyndham Jade"/>			Brand Partner ID	<input type="text" value="4866250"/>		
Address *	<input type="text" value="6100 West Plano Parkway, Ste 3500"/>						
City *	State *	Postal Code *	Country *				
<input type="text" value="Plano"/>	<input type="text" value="TX"/>	<input type="text" value="75093"/>	<input type="text" value="USA"/>				
Primary Phone	<input type="text" value="2145044624"/>			Mobile Phone	<input type="text"/>		
Email	<input type="text" value="jcarter@wyndhamjade.com"/>						

CANCEL

UPDATE

## Ticket Purchases

ADD TICKETS

You have bought 2 of your 5 tickets.

To assign a ticket to a guest, click "Modify Profile" and modify the information for the ticket to match the information of your guest. To assign a ticket to a Brand Partner, click "Assign Ticket" and enter the Brand Partner ID of the Brand Partner you wish to assign a ticket.

Brand Partner ID	Buyer Name	Ticket Type	Record ID	
4866250	Self Test	Balcony (All Levels) Brand Partner	5NNSW69S	<a href="#">MODIFY PROFILE</a>
	Guest Test	Balcony (All Levels) Guest	1LFL6WBL	<a href="#">MODIFY PROFILE</a>



## Assigned Tickets

You have been assigned 1 ticket(s).

To assign a ticket to a guest, click "Modify Profile" and modify the information for the ticket to match the information of your guest. To assign a ticket to a Brand Partner, click "Assign Ticket" and enter the Brand Partner ID of the Brand Partner you wish to assign a ticket.

Brand Partner ID	Buyer Name	Ticket Type	Record ID		
4866250	Self Test	Balcony (All Levels) Brand Partner	5NN5W695	<a href="#">MODIFY PROFILE</a>	<a href="#">ASSIGN TICKET</a>

[FINISH MODIFICATIONS](#)

Will you need ADA wheelchair accessibility? \*

- Yes  
 No

Will you need translation services? If so, please select a language below: \*

- ASL  
 Chinese  
 Japanese  
 Korean  
 Spanish  
 None

[CANCEL](#)

[UPDATE](#)

[FINISH MODIFICATIONS](#)

9. To modify, select **MODIFY**. Update anything you want to change including survey answers. Ensure you select **UPDATE** and **FINISH MODIFICATIONS** to ensure your changes are saved.

**NOTE:** If modifying a ticket assigned to your own Brand Partner Account, you cannot modify your Brand Partner ID; therefore, any changes made to these tickets must remain as someone on your own account.

Select **MODIFY PROFILE** to assign an on-hold ticket to a guest. Select **ASSIGN TICKET** to assign an on-hold ticket to another Brand Partner.

## Registration Confirmation

✓ Your Registration is Complete!

### Self Test

Your Record ID : 5NN5W69S

Thank you for registering. If an email was provided, a confirmation will be emailed to you shortly. If you would like to add an email address, please select **BACK TO HOME** below.

PRINT RECEIPT

PRINT CONFIRMATION

### Purchase Summary

Title	Qty.	Unit	Amount
Balcony (All Levels) Guest	1	\$119.00	\$119.00
Total			\$119.00

### Payment History

	Amount
August 27, 2016 10:27 am (Visa)	PAYMENT \$169.00

MODIFY ANOTHER

BACK TO HOME

10. A revised confirmation will automatically be emailed to the email listed on the registration, or you may print your receipt or confirmation. To modify another ticket you have assigned under your account, select **MODIFY ANOTHER** or to logout, select **BACK TO HOME**.

11. If a Brand Partner to whom you have assigned a ticket wishes to modify that ticket, or reassign it to another Brand Partner, they will log in to their Online Business Center and access their Brand Partner Console, select **MODIFY** or **ASSIGN TICKET** and follow the process as listed above.