Adding Guests

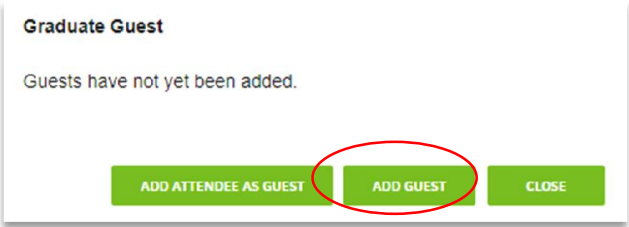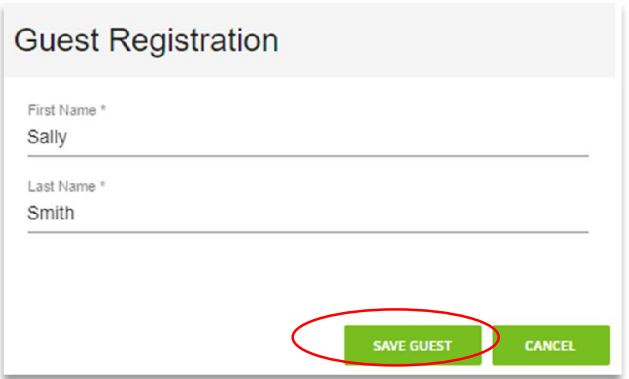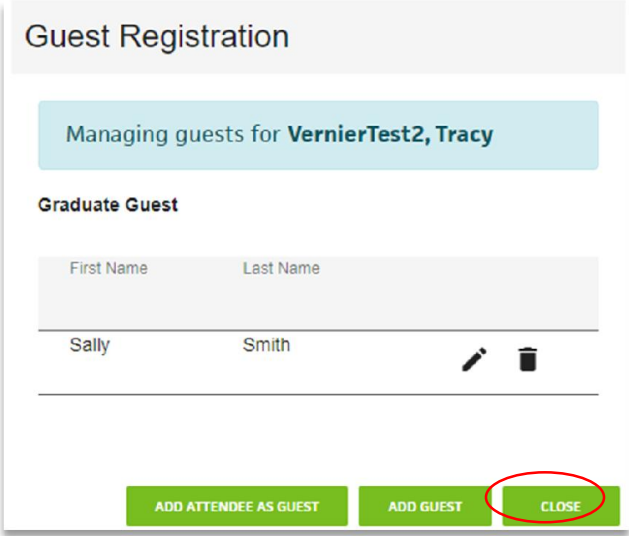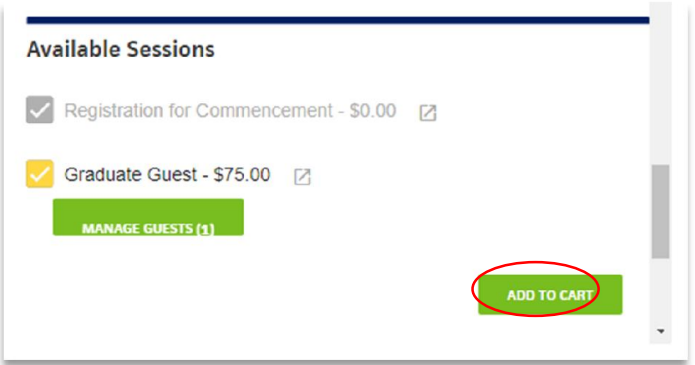|	
When the guest session is selected, the "Manage Guests" button appears. **Click on Manage Guests.**	**Available Sessions** ☑ Registration for Commencement - $0.00 ⬀ ☑ Graduate Guest - $75.00 ⬀ MANAGE GUESTS (0)
To add a guest, click the box and a popup window will appear showing that no guests have been added yet. **Click on Add Guest.**	**Graduate Guest** Guests have not yet been added. ADD ATTENDEE AS GUEST ADD GUEST CLOSE
Enter the guest's name first and last name. **Click Save Guest**	**Guest Registration** First Name * Sally Last Name * Smith SAVE GUEST CANCEL
You will then see the name of the guest you entered. Click the pencil icon to edit or the trash can icon to delete. **Click Close.**	**Guest Registration** Managing guests for **VernierTest2, Tracy** **Graduate Guest** First Name Last Name Sally Smith ✏ 🗑 ADD ATTENDEE AS GUEST ADD GUEST CLOSE
You will now see a number after "Manage Guests" to indicate the guest has been added. **Click Add to Cart** and continue with the registration process.	**Available Sessions** ☑ Registration for Commencement - $0.00 ⬀ ☑ Graduate Guest - $75.00 ⬀ MANAGE GUESTS (1) ADD TO CART