

# Easy Registration Guide

1. Click on “Free Registration”

2019 Carlsbad Mayor's Energy Summit

Name	Price
<a href="#">Free Registration</a>	0.00
<a href="#">Platinum Sponsorship</a>	7,500.00
<a href="#">Gold Sponsorship</a>	5,000.00
<a href="#">Silver Sponsorship</a>	2,500.00
<a href="#">Exhibit Sponsorship</a>	1,000.00

5. If correct, click on “Submit Registration”

Payment Information

Name: Carlsbad Community Foundation  
Email: carlsbad@carlsbadfoundation.org  
Phone: 760-487-1331  
Total: 0.00

[Submit Registration](#)

Cart Summary

Description	Amount
Community Meetings - 2019-09-12 - Free Registration - 3 ticket(s)	0.00
<b>Total</b>	<b>0.00</b>

2. In Quantity, enter number of people you are registering. Then “Add to Cart.”

Quantity:

[Add to Cart](#)

6. Click on “Assign guests to your ticket purchases”

Thank you  
Thank you for your gift!

[Assign guests to your ticket purchases](#)

3. Click on “Checkout”

Item added to cart

[Checkout](#)

7. Fill in Guest Name (other fields optional) and click “Save”; repeat for all guests

Add Yourself

Add Guest

Name (required):  First Name  Middle Name  Last Name

Organization:

Address:

Address:

Zipcode:

Phone:

Email:

[Save](#)

4. Select “Individual” or “Organization”; fill in other fields; Click on “Review”

Required Checkout Information

Individual  Organization

Name \*  
First Name  Middle Name   
Last Name  Suffix

Email \*

Phone \*

[Review](#)

8. That's it! You're done!

Thank you!

- [Donate To A Fund](#)
- [Event Details](#)
- [Event Tickets](#)
- [Request Donations](#)