



# HOW TO CLAIM YOUR GM BADGE

When the convention staff puts your free badge in the system you will get an email (so make sure we have the correct address)

Historical Miniature Gaming Society, Inc.

**Dear GM,**

Thank you for registering for: CONVENTION

Your Registration ID: 2017122

If you need to make changes to your registration, please use this link <http://hmgs.site-ym.com/events/register.aspx?id=341874&itemid=a3196254-98cf-424b-9a65-e87c18f16b93>

**SIGN IN TO THE SITE FIRST AND THEN** click on the link (illustrated in yellow) to add games, Hobby U classes, Wally’s Basement Tables or merchandise to your badge or you may follow the instructions below

We recommend that you review the EVENTS listing under Convention Events and choose your games, seminars and Hobby University events prior to registering.




Step 1 – Login

**You must be logged in and your dues must be current - please submit a [Contact Us](#) form if you need assistance**

Step 2 – Your GM Badge has been added to the system for you – to purchase merchandise or add games to your badge navigate to My Profile >Manage Profile >Events Registration (under Invoicing, Payments & History)

**If you do not see Events Registration listed please contact us for assistance. Do not “just pay” for a badge. It costs HMGS money to issues unnecessary refunds.**

Step 3 – Click  Edit Icon next to the entry for your name under Upcoming Events

Upcoming Events	Event Name
Friday, DATE	<u>CONVENTION NAME</u> 
Attendee Name (Sessions)	Registration ID
 GM Name	2017122 



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Step 4 –

\* Select any merchandise (T-shirts, Raffle Tickets) you wish to purchase under Related Products – if you want more than one you may adjust the quantity in a later action.

\*Select Wally’s Base sessions if you wish to purchase flea market tables. Note: there are two separate items that much be selected for each WB session

Please Select Any Sessions You Wish to Attend

Wally's Basement - MAKE SURE YOU CLICK 2 FOR EACH - ONE TIME, ONE TABLE

	Starts	Ends
<input checked="" type="checkbox"/> Wally's Basement Sat AM	10:00:00 AM	1:00:00 PM
Please select one of the following (required)		
<input checked="" type="checkbox"/> TestCon Wally's Basement Table: SAT AM (more)	<del>Price: \$1,000,000.00</del> <b>Your Price: \$25.00</b>	
<input type="checkbox"/> Wally's Basement SAT PM	2:00:00 PM	5:30:00 PM

Thursday Games    Starts    Ends  
 Friday Games    Starts    Ends  
 Saturday Games    Starts    Ends  
 Sunday Games    Starts    Ends

Registration Information

\* Select Hobby University Classes, Seminars and Games by clicking the Day to expand and see the list of available games – you may register for one game per day. Start times and end times may not overlap. Hobby University classes or Seminars do not count toward your one game limit and you may take more than one HU class per day.

Step 5 – If you have updated your profile information your contact information will auto-fill and you may complete the Validation Code (simple math problem) and click Save & Proceed to checkout OR Click Save and Add Another Attendee

## Choose Your Required Event Ticket

- Spouse Badge *Price:\$0.00*
- Youth Badge - Age 14 and under (more) *Price:\$0.00*

You may  use this to auto-fill in the information from your badge to speed things up.



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After you have completed this you may click SAVE & PROCEED TO CHECKOUT

Step 6 – Check out Step 1. Your Recipient Information will auto-fill from the previous screens. Select your payment method. You may use the following:

- Paypal
- Credit Card – American Express, Discover, MasterCard or Visa

You may mark the box next to Check here if the billing address is the same as the member address to auto-fill the Billing Information and then click PROCEED TO CONFIRMATION

Step 2 – Verify information and then click COMPLETE ORDER

CONGRATULATIONS YOU HAVE COMPLETED REGISTRATION – PLEASE PRINT YOUR EVENT REGISTRATION AND YOUR INVOICE/RECEIPT FOR YOUR RECORDS. WE STRONGLY SUGGEST BRINGING A COPY OF YOUR RECEIPT TO THE CONVENTION.

NOTE: Games selections do not print your receipt as you do not pay for games. Game selections will be visible on the Event Itinerary.