

The background of the entire page is a dark blue gradient. Overlaid on this are numerous vertical bars of varying heights and widths in a spectrum of colors including red, orange, yellow, green, and blue. Interspersed among these bars are semi-transparent circles in similar colors, creating a layered, abstract effect.

52 AWARDS GSA OCELEBRATION

DECEMBER 4TH • SANTA CLARA, CA

REGISTRATION GUIDE

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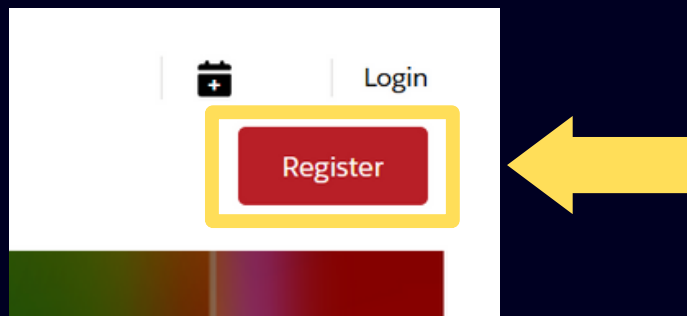
Manage Existing Registrations	<u>08</u>
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NEW REGISTRATIONS

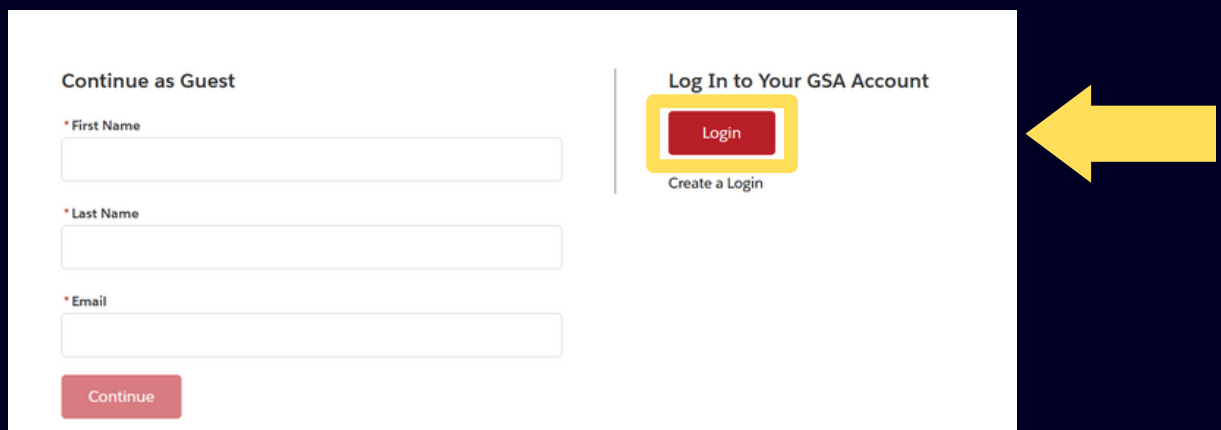
Step 1: Navigate to the event registration page: [2025 GSA Awards](#)



Step 2: Click **Register** at the top right.

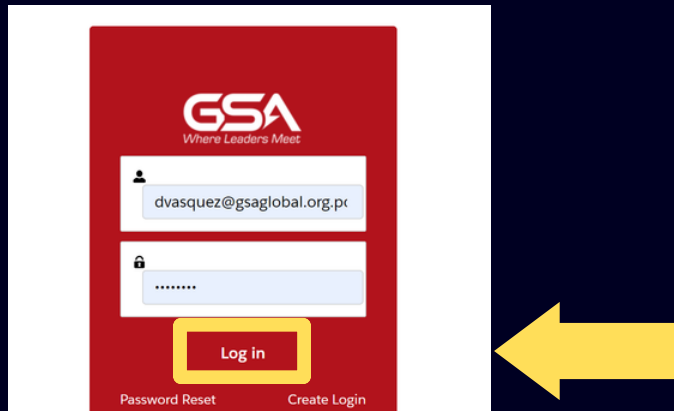


Step 3: If you have an existing GSA account, click **Login**.



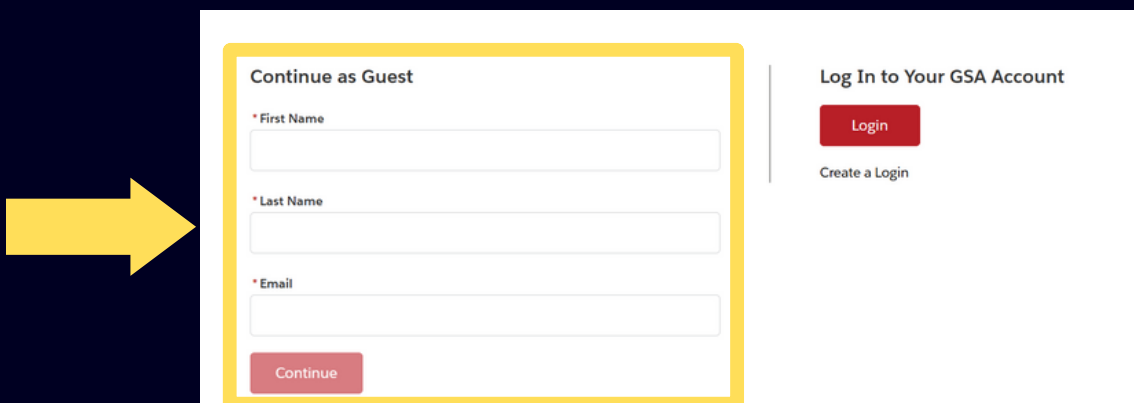
NEW REGISTRATIONS

Step 3, continued: Enter your corporate email and password. **Log in.**



The image shows a GSA login interface. At the top is the GSA logo with the tagline "Where Leaders Meet". Below it are two input fields: the first contains the email "dvasquez@gsaglobal.org.pr" and the second contains a masked password "*****". A yellow box highlights the "Log in" button. Below the button are two links: "Password Reset" and "Create Login". A large yellow arrow points from the right towards the "Log in" button.

Step 3a: If you do ***not*** have an existing GSA account, enter your first name, last name, and corporate email address under **Continue as Guest**. Click **Continue**.



The image shows a GSA registration form titled "Continue as Guest". It has three input fields labeled "First Name", "Last Name", and "Email". A yellow box highlights the entire form area. Below the fields is a "Continue" button. To the right of the form is a section titled "Log In to Your GSA Account" with a "Login" button and a "Create a Login" link. A large yellow arrow points from the left towards the "Continue as Guest" form.

NEW REGISTRATIONS

Step 4: Select your desired number of table tickets and your desired number of individual tickets. Note: 1 table ticket = 10 individual tickets.

The screenshot shows the 'Tickets' step of a registration process. At the top, there are two tabs: '1 Tickets' (active) and '2 Checkout'. A timer in the top right corner shows 44:42. Below the tabs, a disclaimer states: 'All GSA events are considered private and exclusive to GSA members. GSA reserves the right to refuse service or event attendance to anyone for any reason. Priority registration will be given to GSA members, including for sold-out events. Tickets are limited to 1 per email. If you need assistance with your registration, please contact our Events Team at events@gsaglobal.org.' The main content area displays two ticket options: '2025 GSA Awards - Table Ticket' priced at \$4,799.00 and '2025 GSA Awards - Individual Ticket' priced at \$499.00. Each option includes a description and a 'Quantity' selector. The 'Continue' button in the bottom right corner is highlighted with a yellow box and a yellow arrow pointing to it.

1 Tickets 2 Checkout 44:42

All GSA events are considered private and exclusive to GSA members. GSA reserves the right to refuse service or event attendance to anyone for any reason. Priority registration will be given to GSA members, including for sold-out events. Tickets are limited to 1 per email. If you need assistance with your registration, please contact our Events Team at events@gsaglobal.org.

2025 GSA Awards - Table Ticket \$4,799.00

Each table includes 10 seats. If you haven't finalized your attendee list, simply leave the guest names as they are and click "Continue" for each ticket. You'll have the option to transfer the tickets to the correct attendees at a later date.

Please note that table purchases of more than 2 tables are not guaranteed to be positioned near each other.

2025 GSA Awards - Individual Ticket \$499.00

Registration Summary

You currently have no items in your order.

Cancel Order Continue

Step 5: Click **Continue**.

This screenshot shows the same registration page as the previous one, but with the 'Continue' button in the 'Registration Summary' section highlighted with a yellow box and a yellow arrow pointing to it. The 'Quantity' selectors for both ticket types are now set to 1. The timer in the top right corner shows 42:06.

1 Tickets 2 Checkout 42:06

All GSA events are considered private and exclusive to GSA members. GSA reserves the right to refuse service or event attendance to anyone for any reason. Priority registration will be given to GSA members, including for sold-out events. Tickets are limited to 1 per email. If you need assistance with your registration, please contact our Events Team at events@gsaglobal.org.

2025 GSA Awards - Table Ticket \$4,799.00

Each table includes 10 seats. If you haven't finalized your attendee list, simply leave the guest names as they are and click "Continue" for each ticket. You'll have the option to transfer the tickets to the correct attendees at a later date.

Please note that table purchases of more than 2 tables are not guaranteed to be positioned near each other.

2025 GSA Awards - Individual Ticket \$499.00

Registration Summary

You currently have no items in your order.

Cancel Order Continue

NEW REGISTRATIONS

Step 6: Search for your first attendee's name (if not your own) and fill in the additional information fields, including contact information and dietary restrictions. Click **Continue**.

2025 GSA Awards - Table Ticket \$4,799.00

Select your attendee and fill out any additional information required.

* Attendee
Test Test

Contact Information

Company Name
GSA

Job Title
Manager

Region of Residence
North America

Close Continue

Repeat Step 6 for each guest ticket. Note: You **must** click continue for each guest ticket in order to keep table assignments correct.

If you do not have your attendee information yet, leave those fields blank or as listed (i.e. "Test Test (Guest)"). Click **Continue** for each attendee until you have proceeded through every ticket.

2025 GSA Awards - Individual Ticket \$4,799.00

Select your attendee and fill out any additional information required.

* Attendee
Test Test (Guest)

Contact Information

Company Name

Job Title

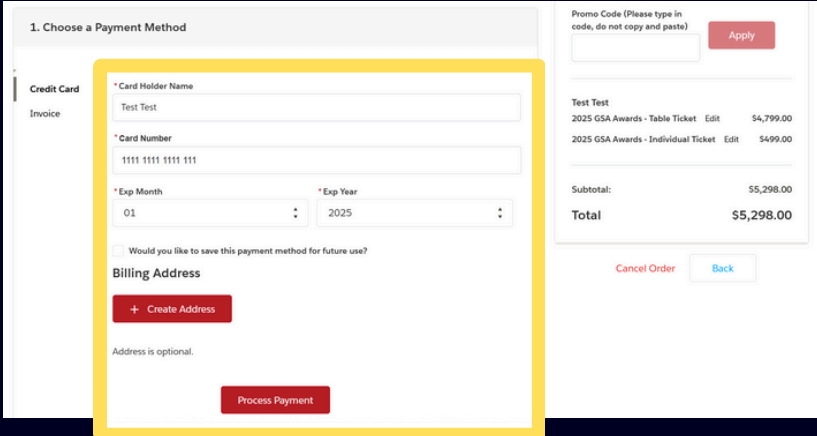
Region of Residence

Close Continue

NEW REGISTRATIONS

Step 7: The next page will load automatically (it may take a few moments). Check your total, then choose one of two payment options:

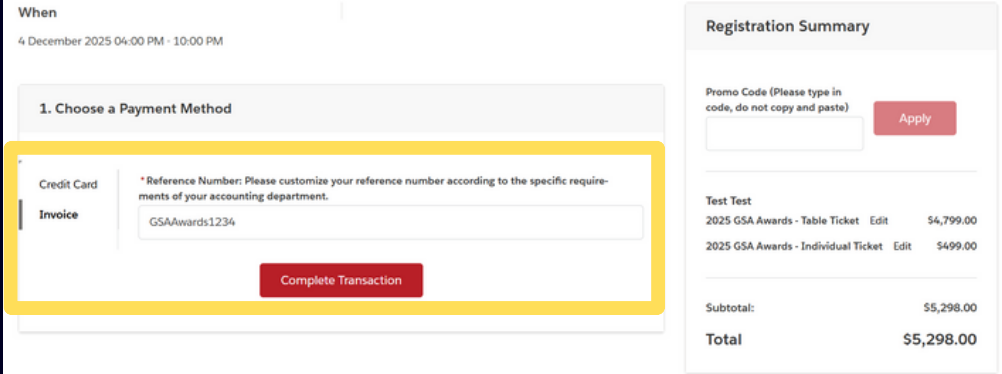
Option 1: Enter your credit card information and click **Process Payment**.



A screenshot of a web form titled "1. Choose a Payment Method". On the left, there are two tabs: "Credit Card" and "Invoice". The "Credit Card" tab is selected. A yellow rectangular box highlights the credit card input fields, which include: "Card Holder Name" (with "Test Test" entered), "Card Number" (with "1111 1111 1111 1111" entered), "Exp Month" (with "01" selected), "Exp Year" (with "2025" selected), a checkbox for "Would you like to save this payment method for future use?", a "Billing Address" section with a "+ Create Address" button, and a "Process Payment" button at the bottom. To the right of the form, there is a "Promo Code" field with an "Apply" button, and a summary table showing itemized costs and a total of \$5,298.00. A large yellow arrow points from the left towards the form.

Test Test	
2025 GSA Awards - Table Ticket	Edit \$4,799.00
2025 GSA Awards - Individual Ticket	Edit \$499.00
Subtotal: \$5,298.00	
Total	\$5,298.00

Option 2: Select **Invoice**. Insert a reference number of your choosing, and click **Complete Transaction**.



A screenshot of the same web form, but with the "Invoice" tab selected. A yellow rectangular box highlights the "Reference Number" input field, which contains the text "GSA Awards1234". The "Complete Transaction" button is visible below the field. The "Registration Summary" on the right remains the same, showing a total of \$5,298.00. A large yellow arrow points from the left towards the form.

Test Test	
2025 GSA Awards - Table Ticket	Edit \$4,799.00
2025 GSA Awards - Individual Ticket	Edit \$499.00
Subtotal: \$5,298.00	
Total	\$5,298.00

Step 8: Save a copy of your confirmation! Your registration is complete.

MANAGE EXISTING REGISTRATIONS

**Find Your
Registration(s)**

09

**Edit Attendee
Details**

11

Transfer a Ticket

12

**Check Table
Assignments**

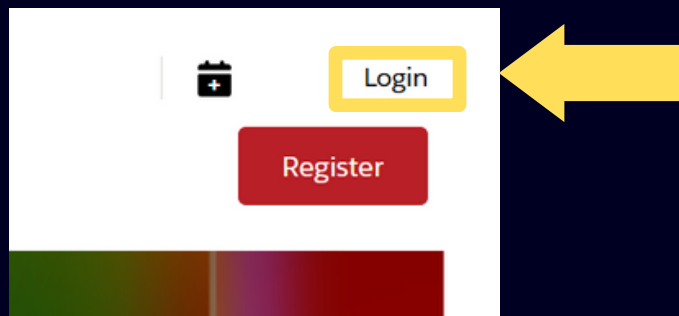
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FIND YOUR REGISTRATION(S)

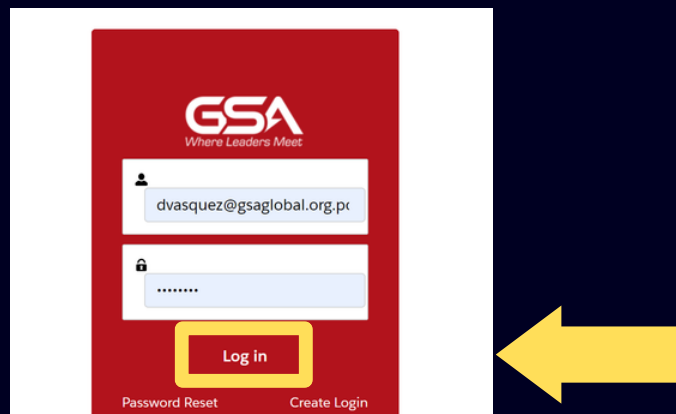
Navigate to the event registration page: [2025 GSA Awards](#)



Click **Login** at the top right.



Enter your corporate email and password. **Log in.**

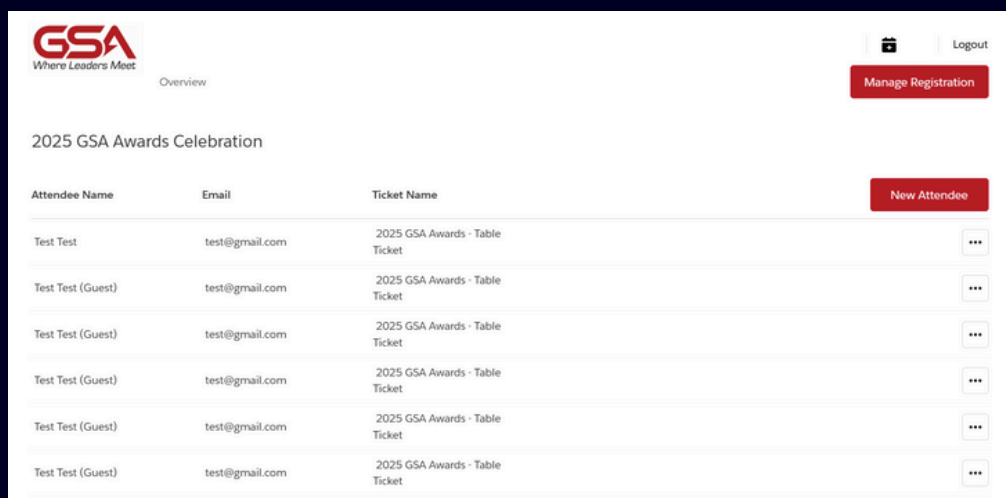


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Click Manage Registration at the top right.



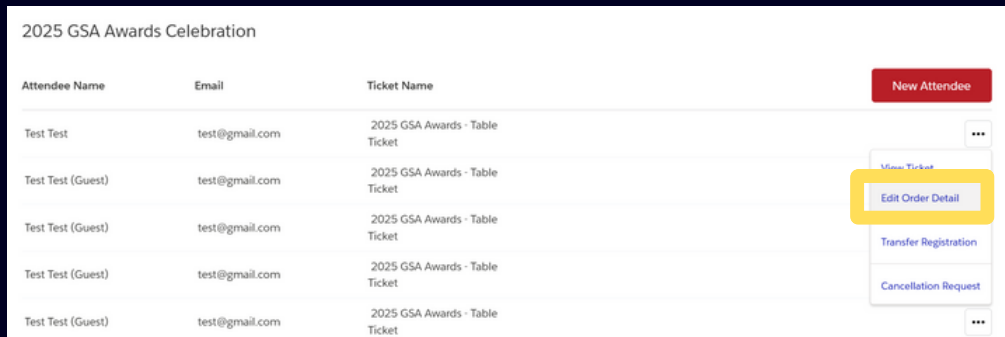
On this page, you can view and manage your attendee details.



Continue to the following pages for instructions on editing attendee information.

EDIT ATTENDEE DETAILS

Step 1: Click the three dots next to the ticket you would like to edit.
Select **Edit Order Detail**.

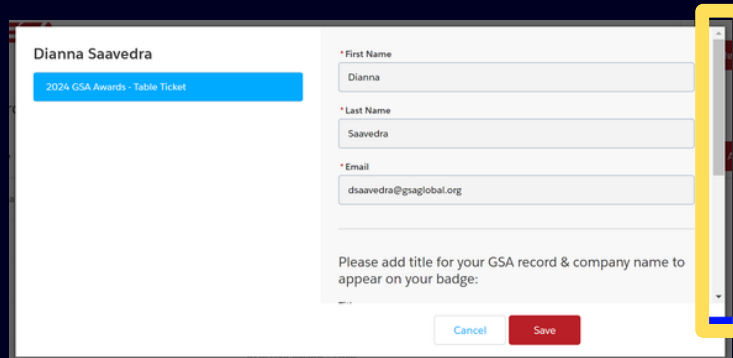


2025 GSA Awards Celebration

Attendee Name	Email	Ticket Name	
Test Test	test@gmail.com	2025 GSA Awards - Table Ticket	...
Test Test (Guest)	test@gmail.com	2025 GSA Awards - Table Ticket	View Ticket Edit Order Detail Transfer Registration Cancellation Request
Test Test (Guest)	test@gmail.com	2025 GSA Awards - Table Ticket	
Test Test (Guest)	test@gmail.com	2025 GSA Awards - Table Ticket	
Test Test (Guest)	test@gmail.com	2025 GSA Awards - Table Ticket	

New Attendee

Step 2: A dialog box will appear. Scroll down on the right side to view attendee details such as title, company, and dietary restrictions.



Dianna Saavedra

2025 GSA Awards - Table Ticket

* First Name
Dianna

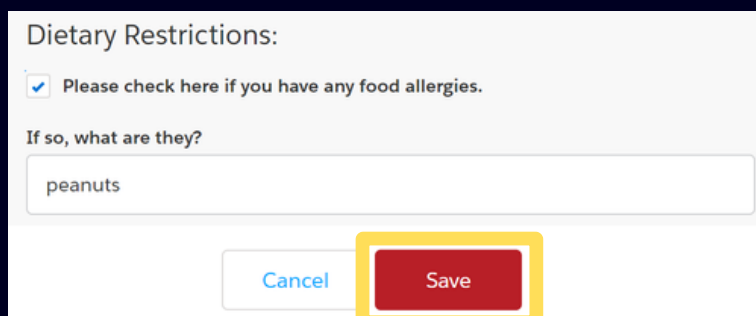
* Last Name
Saavedra

* Email
dsaavedra@gsaglobal.org

Please add title for your GSA record & company name to appear on your badge:

Cancel Save

Step 3: Edit details as needed. Click **Save**.



Dietary Restrictions:

☒ Please check here if you have any food allergies.

If so, what are they?

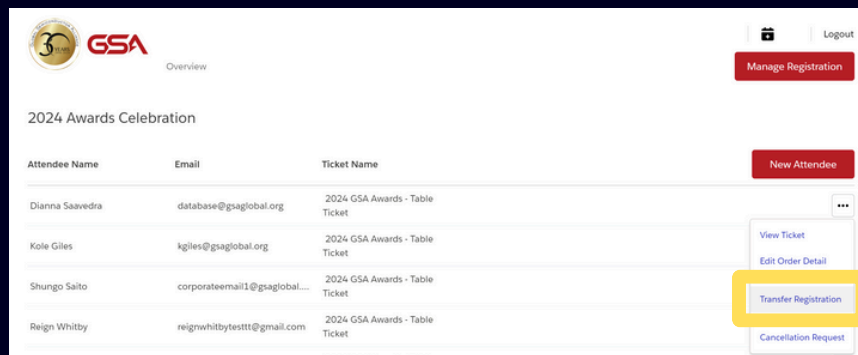
peanuts

Cancel Save

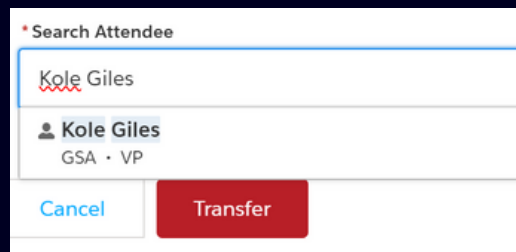
Note: This is for guest details only (not for changing attendees). If you would like to change an attendee's name or email, you will have to **Transfer Registration** (see page 12).

TRANSFER A TICKET

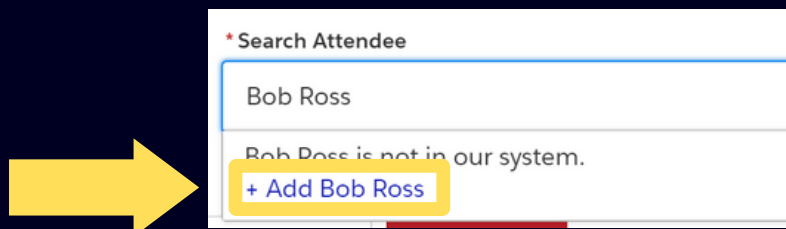
Step 1: Click the three dots next to the ticket you would like to transfer. Select **Transfer Registration**.



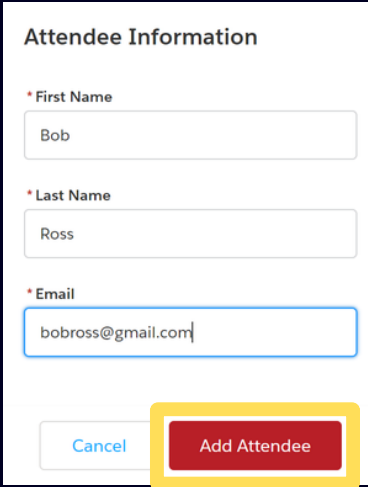
Step 2: First, search for the name of your new ticket holder. Select their name if it appears. (Tip: Review the title and company name to make sure it's the correct person.)



Step 2a: If the attendee name does **not** appear, click + Add [attendee name].

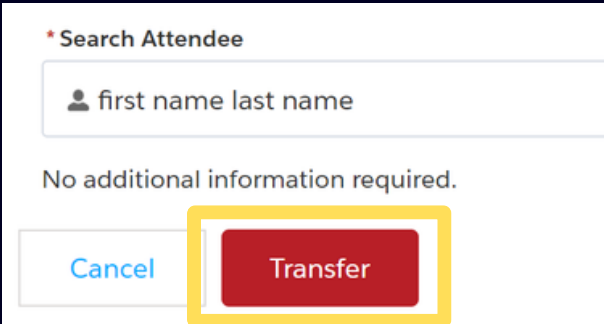


Step 2b: Enter your new ticket holder's first name, last name, and corporate email. Select **Add Attendee**.



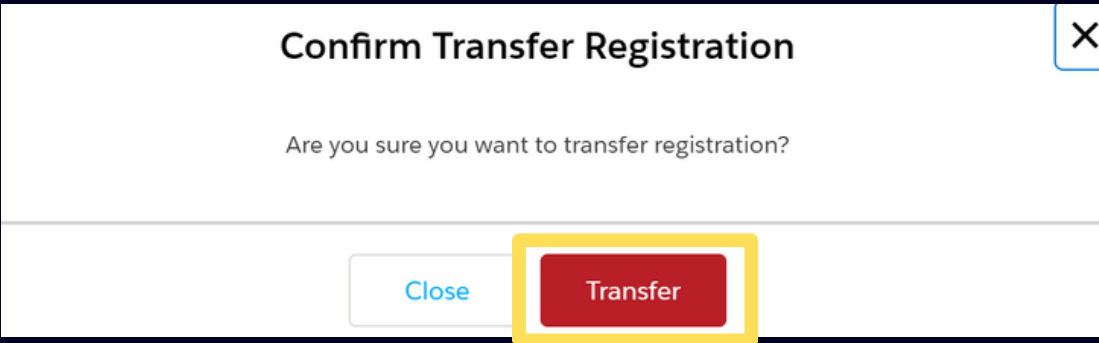
The form is titled "Attendee Information". It contains three input fields: "First Name" with the value "Bob", "Last Name" with the value "Ross", and "Email" with the value "bobross@gmail.com". At the bottom, there are two buttons: "Cancel" and "Add Attendee". The "Add Attendee" button is highlighted with a yellow border and a yellow arrow points to it from the right.

Step 3: Once the correct attendee appears in the text box, click **Transfer**.



The dialog is titled "Search Attendee". It has a search input field with a person icon and the placeholder text "first name last name". Below the input field, it says "No additional information required." At the bottom, there are two buttons: "Cancel" and "Transfer". The "Transfer" button is highlighted with a yellow border and a yellow arrow points to it from the right.

Step 4: A dialog box will appear to confirm your selection. Click **Transfer** to finalize the ticket holder change. (Please note your new attendee will receive a confirmation email.)



The dialog is titled "Confirm Transfer Registration" and has a close button (X) in the top right corner. The main text asks "Are you sure you want to transfer registration?". At the bottom, there are two buttons: "Close" and "Transfer". The "Transfer" button is highlighted with a yellow border and a yellow arrow points to it from the right.

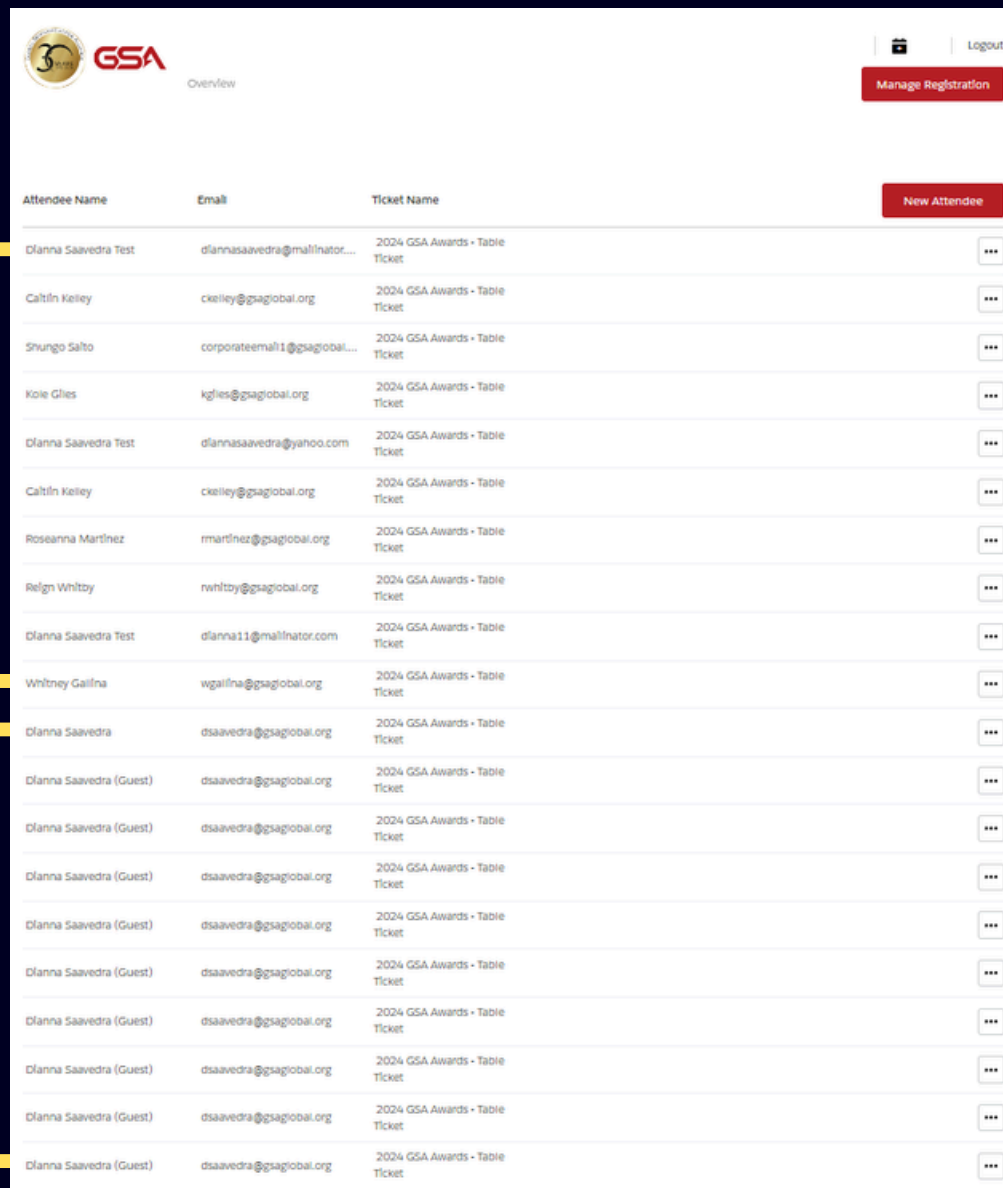
CHECK TABLE ASSIGNMENTS

Table groupings can be confirmed on the Manage Registration site (see Pages 9–10 for instructions on accessing this site).

Tables assignments are arranged in sets of 10. The first 10 attendees in the list will be seated at Table 1, the next 10 at Table 2, and so on.

Table 1

Table 2



Attendee Name	Email	Ticket Name	
Dianna Saavedra Test	diannasaavedra@mailinator....	2024 GSA Awards • Table Ticket	...
Caitlin Kelley	ckelley@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Shungo Salto	corporateemail11@gsaglobal....	2024 GSA Awards • Table Ticket	...
Koie Giles	kgiles@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra Test	diannasaavedra@yahoo.com	2024 GSA Awards • Table Ticket	...
Caitlin Kelley	ckelley@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Roseanna Martinez	rmartinez@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Reign Whitby	rwhitby@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra Test	dianna11@mailinator.com	2024 GSA Awards • Table Ticket	...
Whitney Gailina	wgailina@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...
Dianna Saavedra (Guest)	dsaavedra@gsaglobal.org	2024 GSA Awards • Table Ticket	...

To reorder your attendees, follow the Transfer Registration instructions on Pages 12–13.



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