

How To include “Add-ons” to my Platform Registration

Here’s how to add **Guided Tour of DC** outing, **Merchandise**, and/or **Garage Parking** to your previously registered participants.

1. Log in to the registration portal.
2. Click the **View/Edit Registration (Returning User)** at the bottom of the page.

The screenshot shows the Platform Registration Portal interface. At the top, there are navigation tabs: Platform Registration, Afropreneur Challenge, Scholarship Application, and Platform Adverts. Below the tabs, a welcome message reads: "Assalamu alaikum! Welcome to the Platform Registration Portal! Join us in Baltimore, Maryland from December 23 to 27, 2023. You can register for yourself and your family. Note that after some time (determined by organizers), modifications will no longer be allowed. We recommend that you start by reading the Registration Guidelines. You will also find lots of information on the main Platform website. If you have questions, please contact us." Below this, there are instructions and platform highlights. The highlights are presented in a table:

What	Platform 2023, 23rd edition of the flagship program of the NCNMO
Where	Hilton Baltimore Inner Harbor, 401 W. Pratt Street, Baltimore, MD 21201
Theme	The Muslim Identity - Shifting Boundaries and Dialogues
Event starts	Saturday December 23, 2023
Event ends	Wednesday December 27, 2023
Target Audience	Any Muslim or aspiring Muslim
Contact	Web: https://ncnmo.org/platform Email: Platform@ncnmo.org

Below the table, there is a message: "We look forward to having you with us at Platform this year. Thank you." and "Platform Team". At the bottom, there are three buttons: "Begin Registration (First Time User)", "View/Edit Registration (Returning User)", and "Roommate Marketplace". A red arrow points to the "View/Edit Registration (Returning User)" button.

3. Click on **Details**.

Platform Registration | Afropreneur Challenge | Scholarship Application | Platform Adverts

Platform Registration > Returning User

Registration Summary

Please click on "**Details**" to view, make changes or pay for your registration items.

Registration Details	Balance	Participants
Details	\$0.00	105

4. Under "My Participants", click the **view/edit** link under the "Add-ons" column for the attendee you wish to add items to.

My Participants

The primary registrant (you) should be registered first.

search by keyword search

Showing 1-25 of 105 [Add filters](#)

Edit	Participant ID	Participant Details	Age Group	Gender	Add-ons	Add-ons Cost	Total
edit			Group 5 (40 - 99 years)	Male	view/edit		\$250.00
edit			Group 5 (40 - 99 years)	Female	view/edit	\$70.00	\$250.00
edit			Group 2 (14 - 17 years)	Male	view/edit	\$40.00	\$190.00
edit			Group 1 (10 - 13 years)	Male	view/edit	\$40.00	\$190.00
edit			Group C (5 - 7 years)	Female	view/edit		\$50.00
edit			Group 5 (40 - 99 years)	Female	view/edit	\$40.00	\$220.00

5. Under Add Optional Item, click the drop-down list under the **Select Optional Item**

Platform Registration | Afropreneur Challenge | Scholarship Application | Platform Adverts

Platform Registration > Returning User > Registration Details > Participant Optional Items

Selected Optional Items

Type	Description	Cost
No data		

Add Optional Item

Select Optional Item

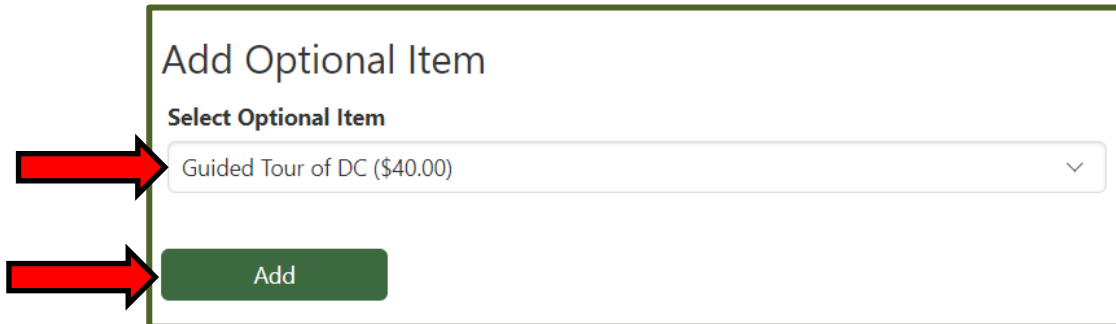
Select

[Add](#)

[Back to Registration Details](#)

6. Type in the search bar or scroll down the list to **select the item** you want to add:

- **For DC Outing:** select “**Guided Tour of DC (\$40.00)**”



The screenshot shows a form titled "Add Optional Item". Below the title is a label "Select Optional Item" followed by a dropdown menu. The dropdown menu is open, showing the selected item "Guided Tour of DC (\$40.00)". Below the dropdown menu is a green button labeled "Add". Two red arrows point to the dropdown menu and the "Add" button.

- **For Sweatshirts:** Pay attention to color and the size you want. Each type is listed individually. There are 5 Sizes in 2 different colors for **a total of 10 different options.**

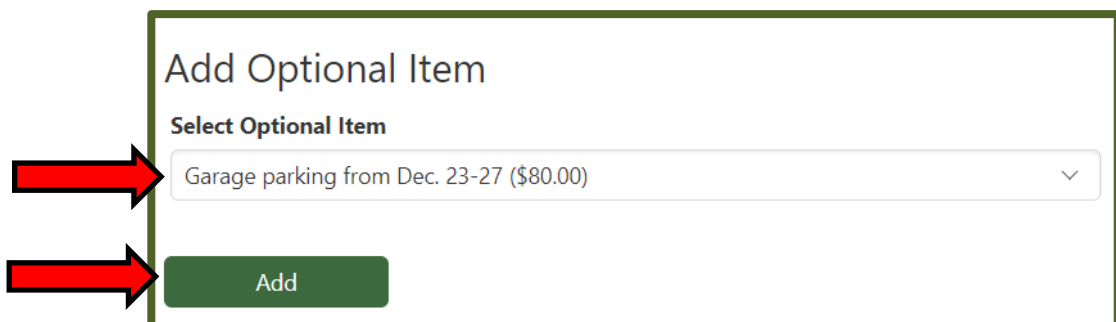
Sizes: Small / Medium / Large / X-Large / 2X-Large

Colors: Black or Green

- **For Sleeveless Vests:** Pay attention to the size you want. Each size is listed individually. There are 5 Sizes total for a total of 5 options. Available in **Black** only.

Sizes: Small / Medium / Large / Extra Large / Double Extra (2X) Large


- **For Parking:** Scroll to the very bottom of the list or type in the search box “**Garage Parking**”



The screenshot shows a form titled "Add Optional Item". Below the title is a label "Select Optional Item" followed by a dropdown menu. The dropdown menu is open, showing the selected item "Garage parking from Dec. 23-27 (\$80.00)". Below the dropdown menu is a green button labeled "Add". Two red arrows point to the dropdown menu and the "Add" button.

7. Click the “**add**” button and the item will be shown above on the same page.
 - Keep selecting and adding items for this person as you/they would like by repeating step 6.

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Platform Registration', 'Afropreneur Challenge', 'Scholarship Application', and 'Platform Adverts'. Below the navigation bar is a breadcrumb trail: 'Platform Registration > Returning User > Registration Details > Participant Optional Items'. The main content area is titled 'Selected Optional Items' and contains a table with the following data:


Type	Description	Cost	Image	View Details
Outing	Guided Tour of DC	\$40.00		View
		Total	\$40.00	

Below the table is a section titled 'Add Optional Item' which includes a dropdown menu labeled 'Select Optional Item' with 'Select' as the current selection, a green 'Add' button, and a link labeled 'Back to Registration Details'. Two red arrows point to the 'Add' button and the 'View' link in the table.

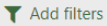
8. Click the “**Back to Registration Details**” link

This screenshot is identical to the one above, showing the 'Selected Optional Items' table and the 'Add Optional Item' section. A red arrow points to the 'Back to Registration Details' link at the bottom of the page.


Note: You will now notice a new **Balance** in the “**Registration Summary**” section of the page.

Registration Summary 

If you make changes below, you need to refresh the browser to update this summary table.


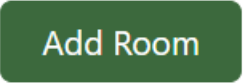


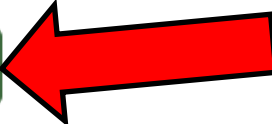


Participants	Registration Fees	Rooms	Room Fees	Donation	Sponsorship	Total Cost	Amount Paid	Refunds	Balance
1	\$250.00	1	\$396.00	\$20.00	\$50.00	\$716.00	\$676.00		\$40.00



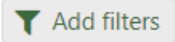
9. Click the **Pay Balance** button.

Registration is now closed. Do not attempt to add anyone.

Registration Summary

If you make changes below, you need to refresh the browser to update this summary table.



Participants	Registration Fees	Rooms	Room Fees	Donation	Sponsorship
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10. Repeat steps 4-9 for each participant; or steps 4-8 for each participant then pay the total balance for all.