Your Guide to Registering for Reunion 2016

We look forward to seeing you at Reunion Weekend 2016! We hope that this guide to the registration form answers any questions you may have. If you have any additional questions, be sure to also check out the FAQ page or email the Alumni Office at alumni@middlebury.edu.

Getting Started

You’ll see two buttons at the top of the event landing page. To register, click on “Registration.” Since you need to be logged in to register, you’ll be prompted to log in to the online community.

**First time?** Please register for the online community first using the “click here to begin the process” link. **You’ll need your Banner ID number**, which is located above your name/mailing address on the spring reunion newsletter.

Click here to register.  
Click here view the attendee list.

**If you’ve already registered for the online community**, you may log in using your username and password.

You can reset your password at any time by clicking on “Reset My Password” and entering your email address.

Select “Send My Username” if you’ve forgotten your username and you’ll receive an email with it.

Once you’ve logged in, you’ll be able to see the registration form! It will pre-populate with the information that we have for you in the system so you won’t need to fill in each and every field.
Registering You and Your Guests

This is the breadcrumb trail, which will tell you how many remaining steps are left on the form.

Please fill in exactly how you would like your first name to appear on your reunion name tag (and capitalize appropriately!).

You’ll register for yourself first, and then hit “next” to go to the page you can register your guests. Add each guest and hit “save guest.” Once you’ve saved your first guest, you’ll be able to add additional guests. If you hit “cancel,” it will only delete that guest, and you’ll still be able to continue filling in the form.

You’ll be prompted to answer an “Attending?” question for each registrant. Please select the “yes-free” option. We obviously know you’re attending if you’re filling out the form, but this option actually drives registration and will enable you to choose your reunion packages on the next page.
On the general reunion form, you’ll also be asked what reunion class you’re celebrating with. This just helps to ensure you and your guests are grouped with the class you’d like, especially if your class year is closest to another class.

**Selecting Reunion Packages**

After you’ve entered your guest information, you’ll be taken to the “Reunion Packages” page. All registrants will show up under every option. Please select the appropriate guest box under each option, as well as the ticket price.

If you receive the error message below, it just means that you didn’t select the price from the drop-down menu.

If you’re not sure which package(s) you should choose, visit our “Registration and Rates” guide at [http://www.middlebury.edu/alumni/Reunion/rates](http://www.middlebury.edu/alumni/Reunion/rates).

Once you’ve selected the reunion package(s) you’d like, you can enter your credit card information. You’ll know your transaction went through successfully when you receive this message:

“Congratulations, [your name], your transaction has been processed successfully. Please print the below information for your records.”

*Do you still have questions? Please contact alumni@middlebury.edu.*