



# CampusGroups: non-RIT Registration Guide

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Step 1: Click the appropriate registration button for your badge(s) on the “Attendee Registration” page on [www.cosplaysnowfest.org](http://www.cosplaysnowfest.org)

**Cosplay SnowFest**

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## Attendee Registration

### Badge Prices

Pre-registration Attendee Badges - \$20.00 USD

At-door Attendee Badges - \$25.00 USD\*

\*at-door badge sales are not guaranteed, please pre-register online to secure your badge!

### Registration Links

- General Attendee Badge (Open now!)
- Minor Attendee Badge (Open now!)

## Step 2: Click “Sign in below”

**RIT** Home Groups Events Support Sign In

**RIT** Division of Student Affairs

**Sign in**  
RIT User Accounts  
Use your university computer login and password

RIT CampusGroups Account Login

**Guest Accounts: Sign in below**

**RIT**

**Contact**  
RIT (Rochester Institute of Technology)  
1 Lomb Memorial Dr  
Rochester, NY 14623  
United States

**Links**  
Groups  
Events  
Support  
Terms of Service  
Privacy Policy  
Support Center

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## Step 3a: If you already have a CampusGroups Guest Account, enter your information and click “SIGN IN”

**RIT** Home Groups Events Support Sign In

**RIT** Division of Student Affairs

**Sign in**  
RIT User Accounts  
Use your university computer login and password

RIT CampusGroups Account Login

**Guest Accounts: Sign in below**

Email

Password

**SIGN IN**

☐ Keep me signed on

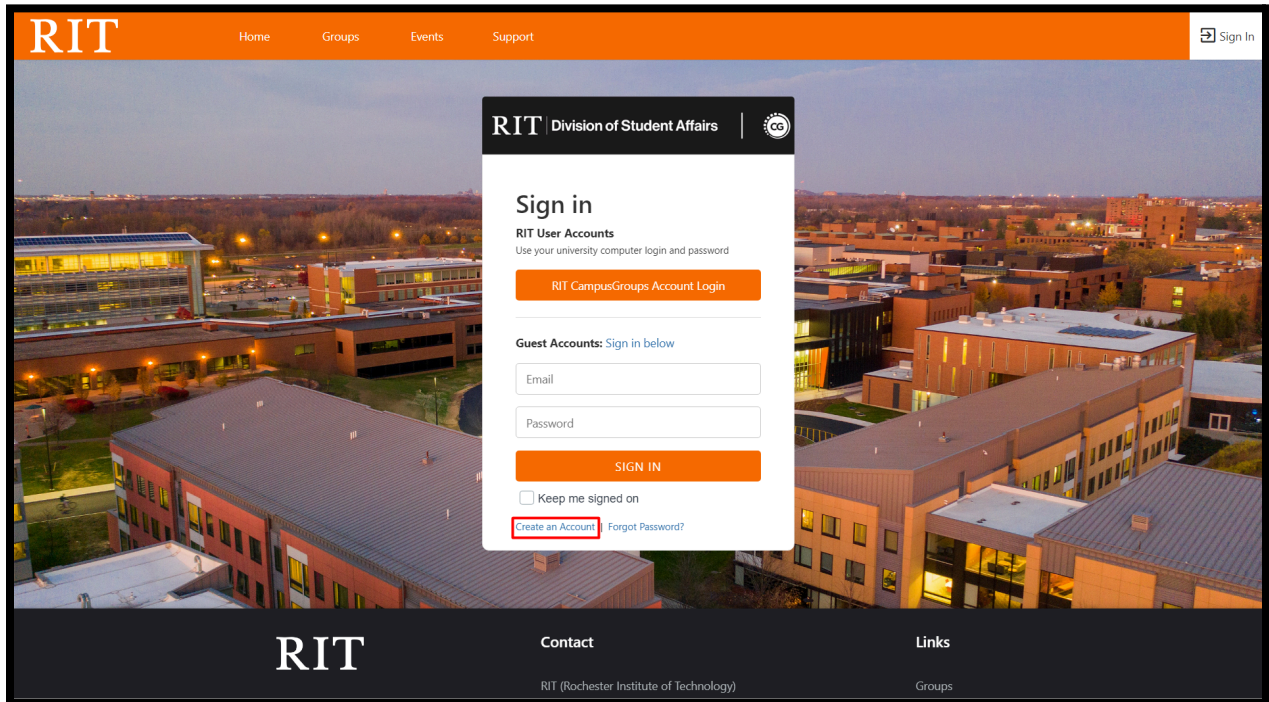
[Create an Account](#) | [Forgot Password?](#)

**RIT**

**Contact**  
RIT (Rochester Institute of Technology)

**Links**  
Groups

## Step 3b: If you do not already have a CampusGroups Guest Account, click “Create an Account”

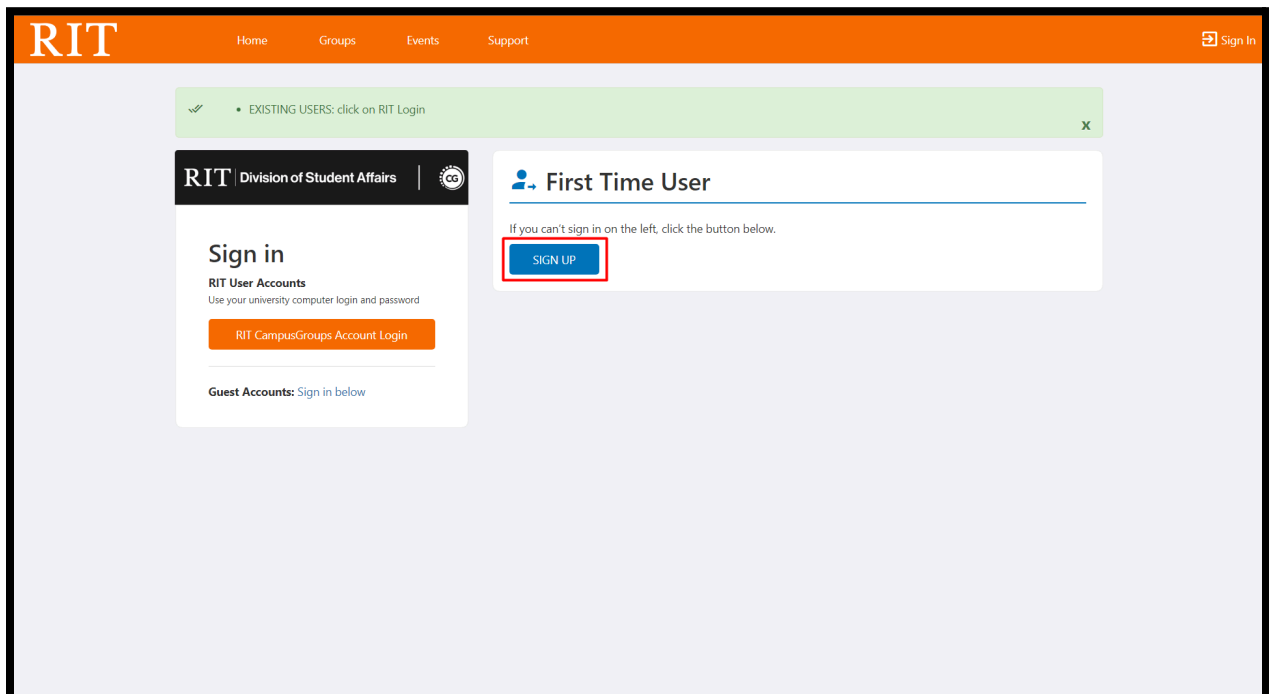


The screenshot shows the RIT website's sign-in interface. At the top is an orange navigation bar with the RIT logo, links for Home, Groups, Events, and Support, and a Sign In button. The main content area features a large background image of RIT buildings at dusk. Overlaid on this is a white sign-in box with the RIT Division of Student Affairs logo. The box contains the following elements:

- Sign in** header
- RIT User Accounts** section: "Use your university computer login and password" with an orange "RIT CampusGroups Account Login" button.
- Guest Accounts: Sign in below** section: Input fields for Email and Password, an orange "SIGN IN" button, a "Keep me signed on" checkbox, and a red-bordered link for "Create an Account" next to a "Forgot Password?" link.

The footer contains the RIT logo, "Contact" link, and "Links" section with a "Groups" link.

## Step 3c: Click “SIGN UP”



This screenshot shows the same RIT sign-in page, but with an additional "First Time User" section. At the top, a green banner reads "EXISTING USERS: click on RIT Login". The "First Time User" section, located to the right of the sign-in box, includes the heading "First Time User", the instruction "If you can't sign in on the left, click the button below.", and a blue-bordered "SIGN UP" button. The rest of the page layout, including the navigation bar and footer, remains identical to the previous screenshot.

## Step 3d: Enter your information, complete the captcha, and click “Next”

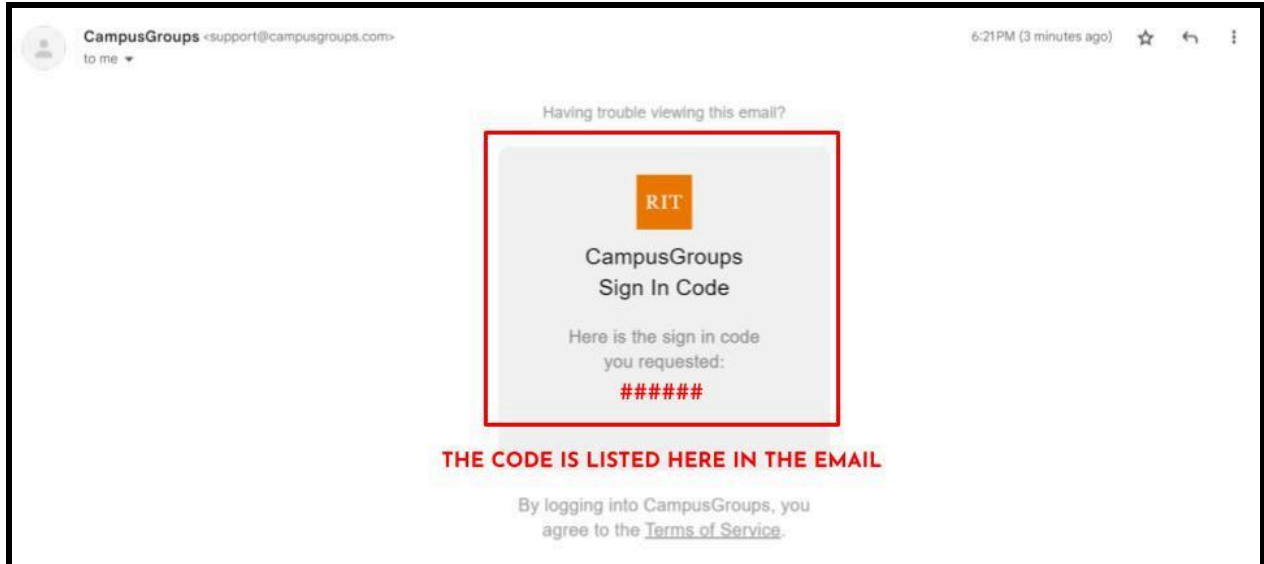
The screenshot shows the RIT website's user information form. The header is orange with the RIT logo and navigation links: Home, Groups, Events, Support, and a Sign In button. A green notification bar at the top says "EXISTING USERS: click on RIT Login". On the left, there's a "Sign in" section for RIT User Accounts and a "Guest Accounts: Sign in below" link. The main form is titled "User Information" and contains fields for First name, Last name, Email, and Account type (set to "Other"). Below these is a reCAPTCHA checkbox labeled "I'm not a robot". A red rectangle highlights the form fields and the "Next" button at the bottom right.

## Step 3e: Enter the code sent to your email and click “SUBMIT”

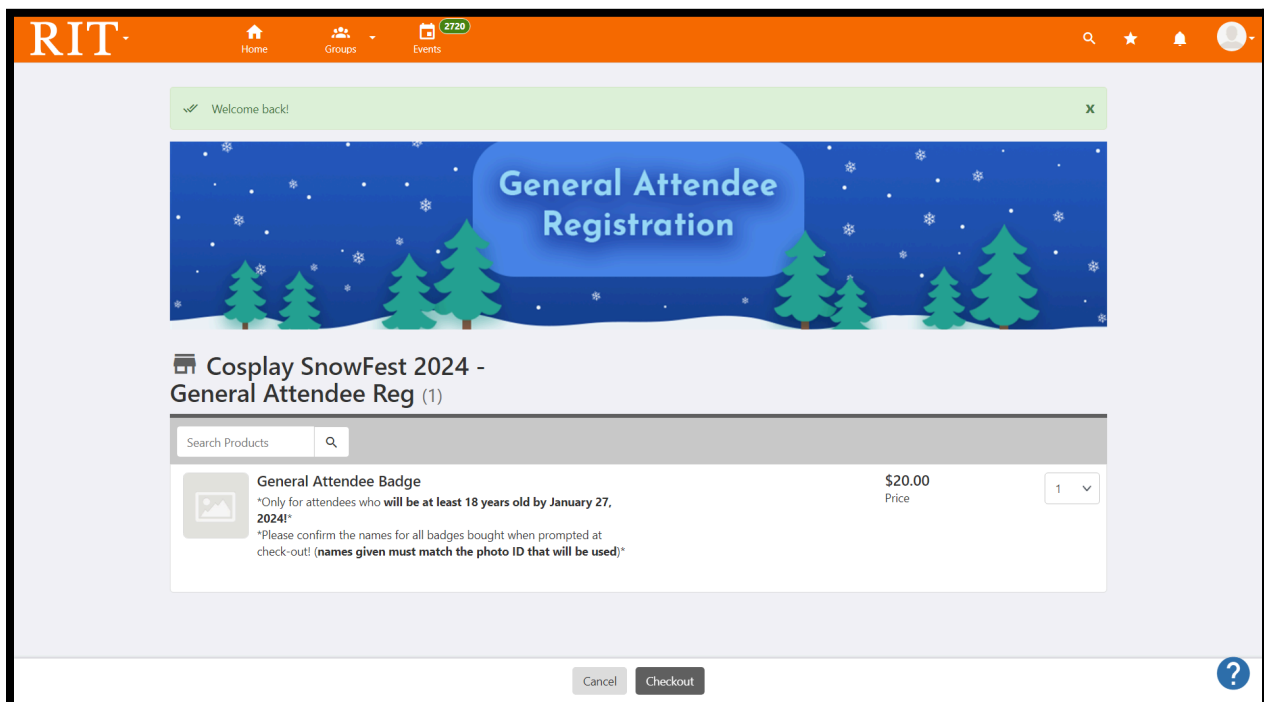
The screenshot shows the RIT website's code verification screen. The header is orange with the RIT logo and navigation links: Home, Groups, Events, Support, and a Sign In button. A green notification bar at the top says "User saved successfully.". Below it, a blue box contains a welcome message: "Welcome Cosplay! We've just sent you a 6-digit code by email." and instructions to check the email. At the bottom, a white box with a red border contains the "Enter your code" form, which has a "6-Digit Code" input field and a "SUBMIT" button.

*[The email will look like the image below and will be from support@campusgroups.com]*





## Step 4: Purchase your Cosplay SnowFest badge(s)!



***If you have any issues at all following this process, please reach out to [info@cosplaysnowfest.org](mailto:info@cosplaysnowfest.org) for assistance. We sincerely apologize for the inconvenience of having to undergo this process, but we are unfortunately beholden to it as an event being hosted on RIT's campus. We greatly appreciate your patience and understanding.***