GOBD Registration Instructions

1. Visit The SOURCE Website at [http://thesource.ua.edu/gobd](http://thesource.ua.edu/gobd)
2. Click the Register Button (you will be re-directed to the sa.tix.com event page for Get On Board Day)
3. Select the organization type (either Student Org. or Department) and insert the quantity based on the number of tables you would like at GOBD “Add to Cart”.
4. Review the summary of your order and proceed to “Check-out”
5. Next, you will need to “Create a Tix Account” for your organization. In order to do this, you will need to use your organization’s email address or an email address that has not been registered before. If you use a personal email address, then you may already have an account and will need to use that information to login to the system as a return user. If you do that, you will not be able to name the account in the name of your organization and it will just exist as the individual. There is no real difference, just whatever preference you have as a group.
   a. **UA Organization/Department Registrations:** Create a Tix.com account for your organization by entering your organization or department email address, listing UA as the first name and the organization/department name as the last name.
      
      Example: Email address: sourceorganization@gmail.com
      First Name: UA
      Last Name: The SOURCE

6. Complete the supplemental questions for your GOBD registration and click “continue” as needed.
7. On the “Check-out” page, review your cart and enter your payment information for cash, credit/debit cards or Check (check # field will display when you select the Check button). UA-DTA payment: select check and enter “DTA” in the check # field.
   a. **ATTN:** Cash, Check and/or UA Departmental Transfer Payments: your registration will be completed on-line; however, your check/DTA must be received in the Student Involvement Office, Rm. 3610 Ferguson Center (3rd Floor), Box 870167, Tuscaloosa, AL 35487 within 10 days. Registrations not paid in 10 days will be subject to cancellation.
   b. **Make checks payable to The University of Alabama and** include your Organization Name & Order Number. You might also want to print out the confirmation of your order to bring in with your check/cash or DTA.
   c. **DTAs should be made out to “The SOURCE”** and sent to our office FIRST for processing
   d. **In the Final step, complete your order.** You will receive an email confirmation with your order number upon completion of your order. Please direct questions about the on-line registration website to Student Involvement ([uainvolvement@ua.edu](mailto:uainvolvement@ua.edu) or 205-348-6114)