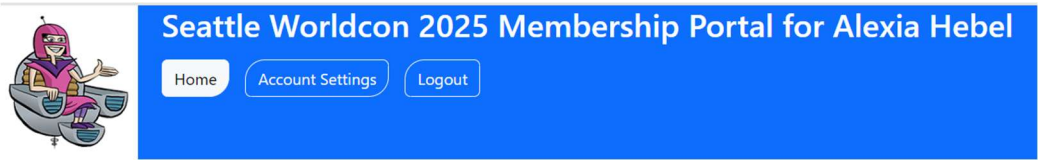


ConTroll Member Portal Help

- Main Menu 1
- First Time you go into the portal 2
 - Your Profile 2
 - Your Interests 3
 - Your Cart 3
- Home Page..... 4
 - Buying Memberships for other people..... 4
 - Actions to change your information 4
 - Purchases by this account 5
- Payment Plan Options 6
- Account Settings 7
 - Managed 7
 - Identities 7

Main Menu



At the top of the screen you see the convention name and the name of the person who this membership belongs to.

Home: This takes you to the main screen.

Account Settings: This is where you can set the various emails you use and the people whose memberships you purchased.

Logout: Exit the member portal.

First Time you go into the portal

The first time you log into the system you are taken through the screens to Add or Edit your Profile, Interests and Memberships.

Your Profile

There are only **2 Required fields**, your first name and checking the box that you agree to Seattle Worldcon 2025’s code of conduct. If you don’t know what the code of conduct is, the link to the code is there for you to click on and read. When you have entered everything you this is important click on the **Validate Address and Update Alexia Hebel** button.

Editing: Alexia Hebel

Editing: Alexia Hebel (alexia.hebel@seattlein2025.org)

Note: Please provide your legal name that will match a valid form of ID. Your legal name will not be publicly visible. If you don't provide one, it will default to your First, Middle, Last Names and Suffix.

Items marked with * are required fields.

*First Name

Alexia

Middle Name

Last Name

Hebel

Suffix

Legal Name: for checking against your ID. It will only be visible to registration staff.

Defaults to First Name Middle Name Last Name Suffix

Pronouns

Optional pronouns

Address

61 DELLMONT

Company/2nd Address line

Country

United States

City

BUFFALO GROVE

State: U.S./CAN 2-letter abv.

IL

Zip

60089

Contact Information (See our privacy policy for how we use and share information).

Email Address: alexia.hebel@seattlein2025.org

Note: Email Address is entered at the start of creating the account or edited using the Change Email Address button on the home page.

Phone

847-767-2462

Badge Name (optional)

Defaults to first and last name

☒ I agree to the conventions code of conduct as listed at [See our conduct policy page](#)

☒ Please send me the newsletter and convention announcements. If you uncheck this box, you will receive only essential communications such as receipts and voting information

☒ Please pass my information to future Worldcons

☒ Please list my name on the Seattle Worldcon 2025 website as a member.

Cancel

Validate Address and Update Alexia Hebel

If you are a US resident, the system does a USPS check of your address. You can choose to use the address it found by clicking the **Update using the USPS validated address** button or either **Update using the address as entered** or you can **I fixed the address, validate it again**.

Editing: Alexia Hebel

Editing: Alexia Hebel (alexia.hebel@seattlein2025.org)

Note: Please provide your legal name that will match a valid form of ID. Your legal name will not be publicly visible. If you don't provide one, it will default to your First, Middle, Last Names and Suffix.

Items marked with * are required fields.

*First Name

Alexia

Middle Name

Last Name

Hebel

Suffix

Legal Name: for checking against your ID. It will only be visible to registration staff.

Defaults to First Name Middle Name Last Name Suffix

Pronouns

Optional pronouns

Address

61 DELLMONT

Company/2nd Address line

Country

United States

City

BUFFALO GROVE

State: U.S./CAN 2-letter abv.

IL

Zip

60089

Contact Information (See our privacy policy for how we use and share information).

Email Address: alexia.hebel@seattlein2025.org

Note: Email Address is entered at the start of creating the account or edited using the Change Email Address button on the home page.

Phone

847-767-2462

Badge Name (optional)

Defaults to first and last name

☒ I agree to the conventions code of conduct as listed at [See our conduct policy page](#)

☒ Please send me the newsletter and convention announcements. If you uncheck this box, you will receive only essential communications such as receipts and voting information

☒ Please pass my information to future Worldcons

☒ Please list my name on the Seattle Worldcon 2025 website as a member.

USPS Returned: Valid

61 DELLMONT CT
BUFFALO GROVE, IL 60089-6819

Update using the USPS validated address

Update using the address as entered

I fixed the address, validate it again

Cancel

Validate Address and Update Alexia Hebel

Your Interests

This is where you can let the convention know of special needs or interests you may have by checking the boxes. An email will be sent to the appropriate department to contact you with further instructions. You don't have to check anything, but you do need to click the **Update Interests** box or the system will keep bringing you back here to update.

Note: These will change periodically as more items of interest become available to our members. Please check in regularly!

Editing Interests for: Alexia Hebel

Editing Interests for: Alexia Hebel

Additional Interests or Needs

This form lets us know if you want to be contacted about specific things. We ask these questions to help us give you the experience you are after.

☐ I would like information on accessibility or disability services at Seattle Worldcon 2025.

☐ I am interested in being a program participant.

☐ I am interested in volunteering for Seattle Worldcon 2025.

☐ Please send me information about participating in the art show.

☐ Please send me information about participating in the dealers' room.

☐ Please contact me about hosting a party.

☐ Please send me information about performing in a concert or special event.

☐ Please send me information about hosting a fan table.

☐ Please contact me about hosting an exhibit.

Cancel

Update Interests

Your Cart

The next two screens are for selecting and buying memberships, making donations, and possibly other items in the future.

This Age Verification screen requires you to verify your age. If you've answered this in the past it highlights it in blue. We require this information because there are special requirements at the convention based on your age group.

Purchase/Upgrade memberships or other items for Alexia Hebel

Age Verification

Children under the age of 13 must be associated with an adult or young adult member of the convention in order to create an attending membership. An attending membership for them cannot be created until a membership for a person of guardianship age is either purchased or in the cart.

Please verify the age of Alexia Hebel as of Wednesday Aug 13, 2025

(ages 25+) (Adult)

(ages 18-24) (YA)

(ages 13-17) (Teen)

(ages 0-12) (Child)

Please click on the proper age bracket above to continue to the next step.

For any difficulties with the registration system please contact registration at registration@seattlein2025.org

Your cart is where you select items to purchase. You will only be shown items which you are eligible for based on your age and what you might already have in your cart or have previous purchased. When you click on an item it adds it to your cart to purchase. If you clicked something incorrect by accident, you have the ability to Remove it from your cart.

You can also go back to previous screens to make changes to your profile or interests.

When you click **Save the cart and any changes you made to your profile and interests, and return to the home page** you are returned to the home page.

Purchase/Upgrade memberships or other items for Alexia Hebel

Add new memberships

For members age 13 and over, to purchase an attending or virtual membership, you must first click "WSFS Membership \$50" and place this in your cart, which will reveal the attending membership and virtual membership options. A WSFS Membership is not required for a Child membership (ages 0-12), however a WSFS Membership may be purchased to enable the child to vote in the Hugo Awards and Site Selection.

The full cost of a virtual or attending membership is the cost of the WSFS membership plus the cost of a virtual or attending supplement, per the WSFS Constitution. The attending membership options include the virtual membership; if you have already purchased a virtual membership or added one to your cart, the cost of the attending membership options are reduced by the cost of the virtual membership.

Donate to the Seattle Worldcon 2025 Community Fund (10.00)

General Donation to Seattle Worldcon 2025 (10.00)

Select from the buttons above to add memberships and other items.

Cart:			
Remove/Delete	Status	Price	Membership
<div>Remove</div>	in-cart	325.00	Friend of Worldcon (Supplement)-- (Ages 25+)
<div><div>Return to Interests Verification</div><div>Return to Personal Information Verification</div><div>Return to Age Verification</div><div>Save the cart and any changes you made to your profile and interests, and return to the home page</div></div>			

For any difficulties with the registration system please contact registration at registration@seattlein2025.org



Home Page

Total Due: Tells you how much you owe for all unpaid memberships, donations, etc.

Total due: \$ 200.00 [Go to Payment Section](#)

People managed by this account: [Add Another Person and Create a New Membership for Them](#)

ID	Person	Badge Name	Actions
1000013	Alexia Hebel	Alexia Hebel	Change Alexia's Email Edit Alexia's Profile Edit Alexia's Interests Add To/Edit Cart
WSFS Membership 2023 Site Selection (paid)		Adult Attending Membership - Reduced Rate (Supplement) (paid) Adult (ages 25+)	
Pending	William Hebel	William Hebel	Change William's Email Edit William's Profile Edit William's Interests Add To/Edit Cart
WSFS Membership (unpaid)		Adult Attending Membership (Supplement) (unpaid) Adult (ages 25+)	

Legend: [WSFS](#) [Full Attending](#) [Requires Adult](#) [One Day Attending](#) [Virtual](#) [Extras](#) [All Others](#)

Purchased by this account: Total due: \$ 200.00 [Pay Total Amount Due](#) [Add Coupon](#) [Show All](#) [Show Unpaid](#) [Hide All](#)

Trans ID	Date Status	Receipt Membership	Full Name / Badge Name
13023	2024-08-25 Balance due: \$ 50.00 Balance due: \$ 150.00	WSFS Membership [All Ages] Adult Attending Membership (Supplement) [(ages 25+)]	William Hebel / William Hebel William Hebel / William Hebel

Total due: \$ 200.00 [Show payment plan options](#)

Please review our [payment plan policy](#).

WSFS memberships cannot be put on a payment plan. The minimum payment amount allowed is \$30.

For any difficulties with the registration system please contact registration at registration@seattlein2025.org

All information updated successfully

Powered by ConTroll™. Copyright 2015-2024, Michael Rafferty.
ConTroll™ is freely available for use under the GNU Affero General Public License, Version 3. See the [ConTroll™ ReadMe file](#).



Buying Memberships for other people

People managed by this account: [Add Another Person and Create a New Membership for Them](#)

You might need to buy memberships for other people such as family, friends or whatever. You can do that by using the button to

[Add Another Person and Create a New Membership for Them](#)

The first piece of information needed is the new person’s email. This can be your email or their email. The system will first check if the person already has an account in the system and will take you through some steps to make sure they want your to touch their account. If you use your own email it asks if you’re sure.

Creating a new person in your account and buy them memberships

[Check if this new person is already in the system](#)

Enter the email address for this new person [Check Email Address](#)
This is an email address you manage, do you wish to create the new person with this same email address? [Yes, Use the same email address](#)

An email address is required for portal access. If the person you are adding does not have their own email you may use your email.

For any difficulties with the registration system please contact registration at registration@seattlein2025.org

Please verify you want to use the same email address as your own

After the email is entered, you go through all of the screens needed to add the member just like you did for your own membership the first time.

Actions to change your information

The top person is you, followed by any other people you have added to your account.

ID: Your membership number. If the membership has not yet been processed by Registration, it shows as “Pending”.

Person: Your first and last name.

Badge name: What you told us you want to print on your badge as your name.

Actions: These are the buttons you use to make changes to your information.

ID

Person

1000013

Alexia Hebel

Badge Name

Alexia Hebel

Actions

Change Alexia's Email

Edit Alexia's Profile

Edit Alexia's Interests

Add To/Edit Cart

WSFS Membership 2023 Site Selection (paid)

Adult Attending Membership - Reduced Rate (Supplement) (paid)

Adult ((ages 25+))

Pending

William Hebel

William Hebel

Change William's Email

Edit William's Profile

Edit William's Interests

Add To/Edit Cart

WSFS Membership (unpaid)

Adult Attending Membership (Supplement) (unpaid)

Adult ((ages 25+))

Legend:

WSFS

Full Attending

Requires Adult

One Day Attending

Virtual

Extras

All Others

Change Alexia's Email Use this button to permanently change the primary email address for your account.

Edit Alexia's Profile Use this button to update your personal information such as your address.

Edit Alexia's Interests Use this button to let the convention know that you have special needs and interests such as accessibility, wishing to volunteer, be on program, etc.

Add To/Edit Cart Use this button to upgrade your membership, donate to the community fund, and maybe other future items that are made available.

The color-coded boxes show you what you have purchased and whether or not they are paid. The legend below the boxes help you understand the color coding of the boxes.

Purchases by this account

This section lets you Show or Hide financial information – the default is “Show Unpaid” but clicking on “Show All” makes all of your purchases visible. When you “Show All” you have the ability to reprint receipts and see when you made your purchases. “Hide All” makes this section invisible.

Before you pay, if you have been given a coupon to use click **Add Coupon** and type in the Coupon discount.

You then have the ability to **Pay Total Amount Due** by clicking that box or you can **Show payment plan options**

Purchased by this account:

Total due: \$ 200.00

Pay Total Amount Due

Add Coupon

Show All

Show Unpaid

Hide All

Trans ID	Date Status	Receipt Membership	Full Name / Badge Name
10851	2023-10-21 paid: \$ 50.00	<div>Receipt</div> WSFS Membership 2023 Site Selection [All Ages]	Alexia Hebel / Alexia Hebel
11627	2024-03-01 paid: \$ 125.00	<div>Receipt</div> Adult Attending Membership - Reduced Rate (Supplement) [(ages 25+)]	Alexia Hebel / Alexia Hebel
13023	2024-08-25 Balance due: \$ 50.00 Balance due: \$ 150.00	WSFS Membership [All Ages] Adult Attending Membership (Supplement) [(ages 25+)]	William Hebel / William Hebel William Hebel / William Hebel

Total due: \$ 200.00

Show payment plan options

Please review our [payment plan policy](#).

Payment Plan Options

Before you put yourself on a payment plan, make sure you have read the policy. This is very important. There are some items (like the WSFS membership) that cannot be put on a payment plan and when the plan must be paid in full and why. The policy will explain how these things work.

If you change your mind and want to just pay the Total Amount Due, you can do that from this box as well.

The initial Payment Plan that comes up uses default values that the con set up.

Pay Balance Due

Pay Total Amount Due

Your total amount due is 175.00

You can pay this balance in full using the "Pay Total Amount Due" button above or create one of the following payment plans using the "Select & Customize Payment Plan" buttons below:

Payment Plans Available:

	Non Plan Amount	Plan Amount	Minimum Down Payment	Due Today	Balance Due	Maximum Number Payments	Max Days Between Payments	Minimum Payment Amount	Final Payment Amount	Must Pay In Full By
<div>Customize Payment Plan: manual</div>	50.00	125.00	0.00	50.00	125.00	5	30	30.00	5.00	2025-05-30

Cart over \$60 in total, no automatic payments
Not in Plan:
William Hebel, WSFS Membership [All Ages], 50.00

Cancel

Pay total amount due

If you still want to be on a payment plan, you click on the gray “Customize Payment Plan” box. This will let you tailor the plan to your needs or you can use it as is.

Non Plan Amount: These are items that cannot be put on a plan (like the WSFS membership). You will have to pay this amount when you click on the box

Create Plan and pay amount due today of 50.00

Plan Amount: This is the amount you are putting on the payment plan.

Down Payment, Due Today and Balance Due: If you want to lower the Balance Due, you type an amount in Down Payment. The Due Today would be the total of the Non Plan Amount + Down Payment. The Balance Due would be the Plan Amount – Due Today.

Number Payments: This is the number of payments you want to make. The system shows you the maximum number of payments you can request.

Days Between: This is the number of days between payments you can set up. The system shows you the minimum and maximum number of days you can request.

Payment Amount, Final Payment Amount, Must Pay in Full By: These are the numbers that get calculated based on the changes you might make to the other numbers.

Customize Payment Plan

Customize the manual payment plan

Cart over \$60 in total, no automatic payments
Not in Plan:
William Hebel, WSFS Membership [All Ages], 50.00

Non Plan Amount	Plan Amount	Down Payment	Due Today	Balance Due	Number Payments	Days Between	Payment Amount	Final Payment Amount	Must Pay In Full By
50.00	125.00	<div>0.00</div> <div>Min: 0.00</div>	50.00	125.00	<div>5</div> <div>Max: 5</div>	<div>30</div> <div>7-30</div>	30.00	5.00	2025-05-30

Cancel

Create Plan and pay amount due today of 50.00

Account Settings

Managed

This section allows you to request to manage other people or remove management of people you have added.

Remove: When you remove someone, you will no longer be able to see any of their information. However the payment transactions that you made will stay on your account.

Request to Manage: This is where you can request someone to allow you to manage their account. You have to know their membership number and email in order to make the request. ConTroll will send the person an email asking them to confirm that you can manage them. Once they approve, their information will be visible to you. They will still be able to look at and change their own information and they will not be able to see your information.

Identities

Adding or removing identities allows you to control your logins into the system. Your emails from Seattle Worldcon 2025 will still only go to the primary email on the account. ConTroll will send an email to the new email asking you to confirm that it is yours.

Provider: This is either google if it is a gmail account or email if it is from any other source.

Email: This is the other email you would like to be able to use to log in.