

Group Registration Guidance Recommended browsers are Google Chrome and Mozilla Firefox.

1. Select "Register Now" on the lead-in screen.
2. Create an account, then select "Register Multiple People" .
3. Select your Registration Package by selecting the "+" on the right side of the page. Then select "Continue"
4. Provide additional registration information by expanding the "+" on the right side of the screen.
5. You may add participants on the right side of the screen and then select "Add Participant" on the left. If you have added all participants select "Add and Continue"
6. For each participant expand the "+" on the right side of the screen to provide their additional registration information.
7. When finished, select "continue" on the bottom right of the screen.
8. You will see a list of participants and a total – place a check mark in the registration policies box and select "Pay & Register".
9. From here forward, follow the payment instructions on the screen.
10. Reminder: fill out forms for each student. The links will be in the confirmation email that you receive.

Should you have any problems or questions, contact Conference Registration at 540-231-5182.