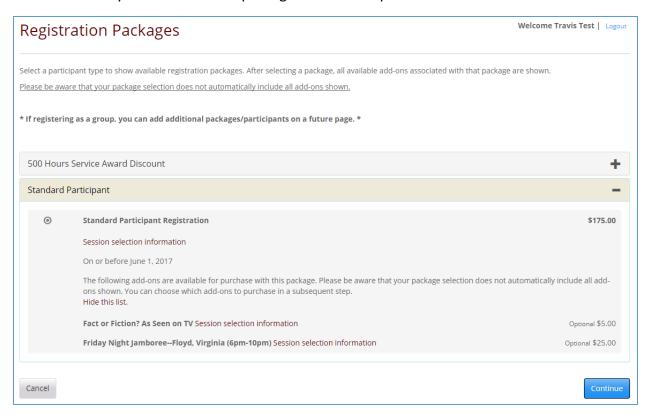
Quick Guide: How to Register a Group

When registering as a group online, the transaction must be paid using a credit card

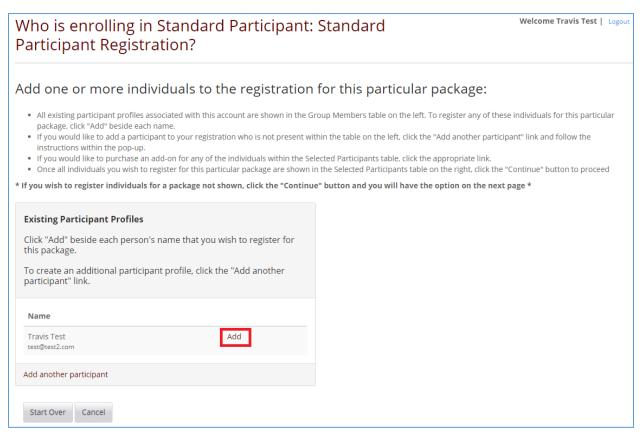
1. When registering a group, select the "I am registering one or more people" button regardless of whether you have an existing account or you are creating a new one. Once you have entered the required information, click the Login or Register button.

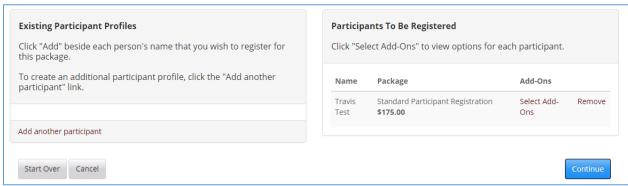
l have an account already	New User?
Login as an existing Virginia Tech Continuing & Professional Education user: User Name: Forgot User Name	Continue as a new user: First Name:
Password: Forgot Password	Last Name:
Register myself or manage my registration O1 am registering one or more people	Email Address:
Login	Choose a user name:
	Choose a password:
	Confirm password:
	 ● Register myself O I am registering one or more people Register

- 2. Once you have logged in or created an account, select a package and click the Continue button.
 - Note: If you are registering individuals within different packages, you will have the ability to add additional packages later in the process.

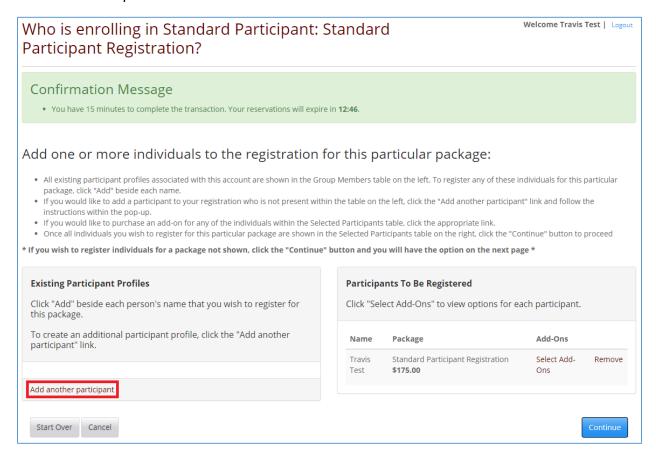


3. All existing participant profiles associated with your account are shown in the Existing Participant Profiles table on the left (if no names are present, skip to step 4). To register any of these individuals for this particular package, click Add beside each name. Once an individual is added to this package's registration, they will be moved to the 'Participants To Be Registered' table shown on the right.

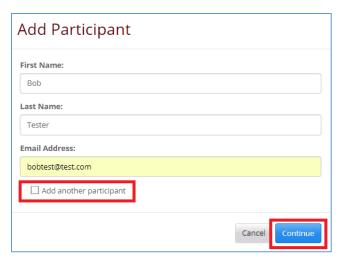




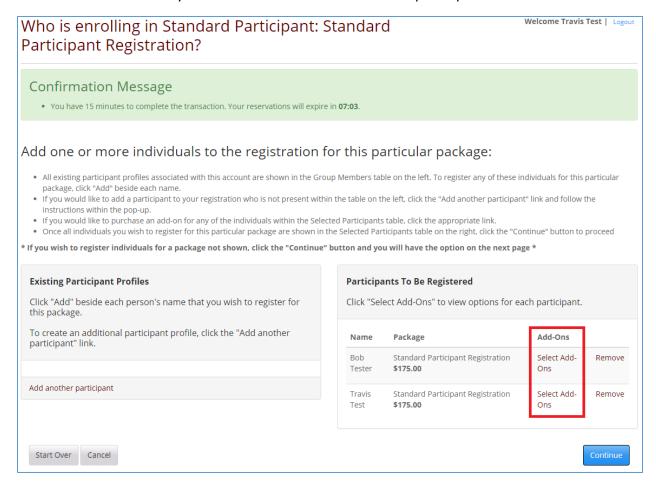
4. If you would like to add a new group member, click the 'Add another participant' link and enter the required information.



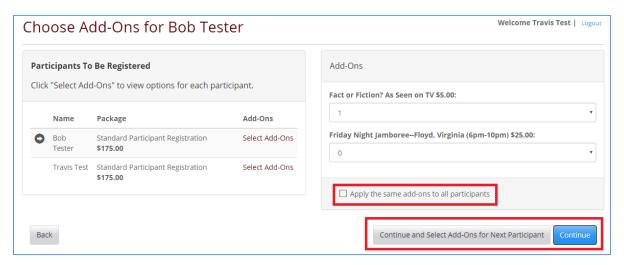
If you are adding multiple new group members, select the 'Add another participant' checkbox, which will keep you from having to open a new window each time you want to add a participant. Once added, new participants will appear in the 'Participants To Be Registered' table shown on the right.



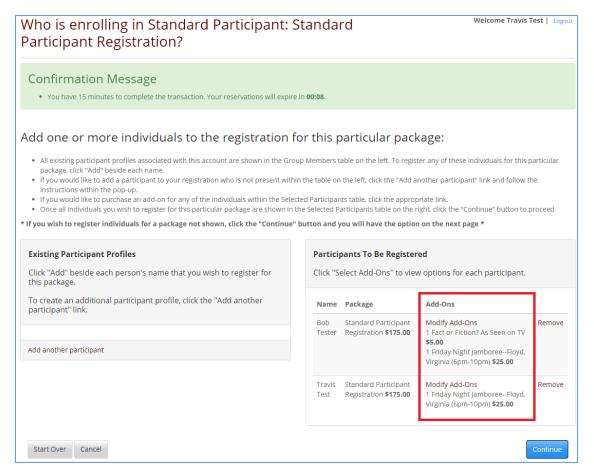
- 5. If you do not wish to register for any Add-Ons, click the Continue button to proceed with your registration (skip to Step 8). However, if you wish to view all available Add-Ons, click 'Select Add-Ons' for the relevant participant.
 - o Note: You may choose different Add-Ons for each participant.



6. Select the appropriate Add-On(s) on the right side of the screen. You can apply the same selection(s) to all group members by checking the appropriate checkbox at the bottom and clicking Continue, or you can select different Add-Ons for each group member.

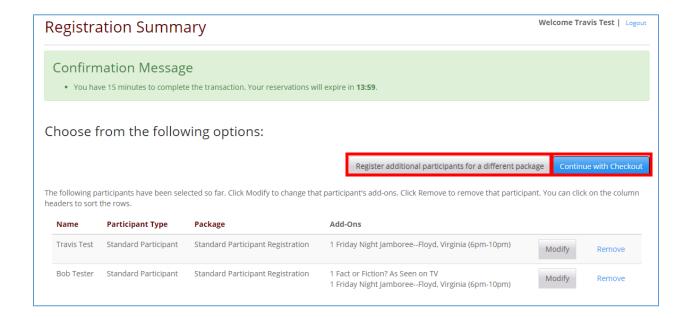


7. Once you confirm that all required participants have been added for this package and all Add-Ons are correct, click the Continue button to proceed.



8. If you do not wish to register additional individuals for a different package, simply click the Continue with Checkout button to proceed.

If you <u>do</u> wish to register additional participants for a different package, click the appropriate button, which will take you back to step 2. Follow steps 2-7 until you reach this screen. Repeat this process until you have registered all necessary individuals for the appropriate packages.



9. Proceed with the group registration by answering any questions (if applicable) on behalf of each group member.

- 10. You will then be directed to the My Cart summary page where you will confirm that all group members and charges are correct. If you wish to make any changes, click the appropriate Change Participants button. If you are using a promo code, enter the code within the appropriate textbox to apply the discount. After reviewing the Policy Confirmation, click the checkbox and proceed by clicking Pay and Register to finalize your transaction.
 - o IMPORTANT! Once you click Pay and Register, you will not be able to go back and edit your registration.

