

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.

I have an account already	New User?
Login as an existing Virginia Tech Continuing & Professional Education user:	Continue as a new user:
User Name: <input type="text"/> Forgot User Name	First Name: <input type="text"/>
Password: <input type="text"/> Forgot Password	Last Name: <input type="text"/>
<input checked="" type="radio"/> Register myself or manage my registration	Email Address: <input type="text"/>
<input type="radio"/> I am registering one or more people	Choose a user name: <input type="text"/>
<input type="button" value="Login"/>	Choose a password: <input type="text"/>
	Confirm password: <input type="text"/>
	<input checked="" type="radio"/> Register myself
	<input type="radio"/> I am registering one or more people
	<input type="button" value="Register"/>

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

Registration Packages

Welcome Travis Test | [Logout](#)

Select a participant type to show available registration packages. After selecting a package, all available add-ons associated with that package are shown.
Please be aware that your package selection does not automatically include all add-ons shown.

*** If registering as a group, you can add additional packages/participants on a future page. ***

500 Hours Service Award Discount +

Standard Participant -

Standard Participant Registration **\$175.00**

Session selection information

On or before June 1, 2017

The following add-ons are available for purchase with this package. Please be aware that your package selection does not automatically include all add-ons shown. You can choose which add-ons to purchase in a subsequent step.
Hide this list.

Fact or Fiction? As Seen on TV Session selection information Optional \$5.00

Friday Night Jamboree--Floyd, Virginia (6pm-10pm) Session selection information Optional \$25.00

Cancel Continue

- 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.

Who is enrolling in Standard Participant: Standard Participant Registration?

Welcome Travis Test | [Logout](#)

Add one or more individuals to the registration for this particular package:

- All existing participant profiles associated with this account are shown in the Group Members table on the left. To register any of these individuals for this particular package, click "Add" beside each name.
- If you would like to add a participant to your registration who is not present within the table on the left, click the "Add another participant" link and follow the instructions within the pop-up.
- If you would like to purchase an add-on for any of the individuals within the Selected Participants table, click the appropriate link.
- Once all individuals you wish to register for this particular package are shown in the Selected Participants table on the right, click the "Continue" button to proceed

*** If you wish to register individuals for a package not shown, click the "Continue" button and you will have the option on the next page ***

Existing Participant Profiles

Click "Add" beside each person's name that you wish to register for this package.

To create an additional participant profile, click the "Add another participant" link.

Name	Add
Travis Test <small>test@test2.com</small>	Add

[Add another participant](#)

[Start Over](#)
[Cancel](#)

Existing Participant Profiles

Click "Add" beside each person's name that you wish to register for this package.

To create an additional participant profile, click the "Add another participant" link.

[Add another participant](#)

[Start Over](#)
[Cancel](#)

Participants To Be Registered

Click "Select Add-Ons" to view options for each participant.

Name	Package	Add-Ons	Remove
Travis Test	Standard Participant Registration	\$175.00	Select Add-Ons

Continue

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

Who is enrolling in Standard Participant: Standard Participant Registration? Welcome Travis Test | [Logout](#)

Confirmation Message

- You have 15 minutes to complete the transaction. Your reservations will expire in **12:46**.

Add one or more individuals to the registration for this particular package:

- All existing participant profiles associated with this account are shown in the Group Members table on the left. To register any of these individuals for this particular package, click "Add" beside each name.
- If you would like to add a participant to your registration who is not present within the table on the left, click the "Add another participant" link and follow the instructions within the pop-up.
- If you would like to purchase an add-on for any of the individuals within the Selected Participants table, click the appropriate link.
- Once all individuals you wish to register for this particular package are shown in the Selected Participants table on the right, click the "Continue" button to proceed

*** If you wish to register individuals for a package not shown, click the "Continue" button and you will have the option on the next page ***

Existing Participant Profiles

Click "Add" beside each person's name that you wish to register for this package.

To create an additional participant profile, click the "Add another participant" link.

Add another participant

Participants To Be Registered

Click "Select Add-Ons" to view options for each participant.

Name	Package	Add-Ons	
Travis Test	Standard Participant Registration \$175.00	Select Add-Ons	Remove

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.

Add Participant

First Name:

Last Name:

Email Address:

Add another participant

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.

- Note: You may choose different Add-Ons for each participant.

Welcome Travis Test | [Logout](#)

Who is enrolling in Standard Participant: Standard Participant Registration?

Confirmation Message

- You have 15 minutes to complete the transaction. Your reservations will expire in **07:03**.

Add one or more individuals to the registration for this particular package:

- All existing participant profiles associated with this account are shown in the Group Members table on the left. To register any of these individuals for this particular package, click "Add" beside each name.
- If you would like to add a participant to your registration who is not present within the table on the left, click the "Add another participant" link and follow the instructions within the pop-up.
- If you would like to purchase an add-on for any of the individuals within the Selected Participants table, click the appropriate link.
- Once all individuals you wish to register for this particular package are shown in the Selected Participants table on the right, click the "Continue" button to proceed

*** If you wish to register individuals for a package not shown, click the "Continue" button and you will have the option on the next page ***

Existing Participant Profiles

Click "Add" beside each person's name that you wish to register for this package.

To create an additional participant profile, click the "Add another participant" link.

Add another participant

Participants To Be Registered

Click "Select Add-Ons" to view options for each participant.

Name	Package	Add-Ons	
Bob Tester	Standard Participant Registration \$175.00	Select Add-Ons	Remove
Travis Test	Standard Participant Registration \$175.00	Select Add-Ons	Remove

Start OverCancel

Continue

- 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.

Choose Add-Ons for Bob Tester
Welcome Travis Test | Logout

Participants To Be Registered

Click "Select Add-Ons" to view options for each participant.

Name	Package	Add-Ons
Bob Tester	Standard Participant Registration \$175.00	Select Add-Ons
Travis Test	Standard Participant Registration \$175.00	Select Add-Ons

Add-Ons

Fact or Fiction? As Seen on TV \$5.00:

1

Friday Night Jamboree--Floyd, Virginia (6pm-10pm) \$25.00:

0

Apply the same add-ons to all participants

Continue and Select Add-Ons for Next Participant
Continue

Back

- 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.

Who is enrolling in Standard Participant: Standard Participant Registration?
Welcome Travis Test | Logout

Confirmation Message

- You have 15 minutes to complete the transaction. Your reservations will expire in **00:08**.

Add one or more individuals to the registration for this particular package:

- All existing participant profiles associated with this account are shown in the Group Members table on the left. To register any of these individuals for this particular package, click "Add" beside each name.
- If you would like to add a participant to your registration who is not present within the table on the left, click the "Add another participant" link and follow the instructions within the pop-up.
- If you would like to purchase an add-on for any of the individuals within the Selected Participants table, click the appropriate link.
- Once all individuals you wish to register for this particular package are shown in the Selected Participants table on the right, click the "Continue" button to proceed

*** If you wish to register individuals for a package not shown, click the "Continue" button and you will have the option on the next page ***

Existing Participant Profiles

Click "Add" beside each person's name that you wish to register for this package.

To create an additional participant profile, click the "Add another participant" link.

Add another participant

Participants To Be Registered

Click "Select Add-Ons" to view options for each participant.

Name	Package	Add-Ons	
Bob Tester	Standard Participant Registration \$175.00	Modify Add-Ons 1 Fact or Fiction? As Seen on TV \$5.00 1 Friday Night Jamboree--Floyd, Virginia (6pm-10pm) \$25.00	Remove
Travis Test	Standard Participant Registration \$175.00	Modify Add-Ons 1 Friday Night Jamboree--Floyd, Virginia (6pm-10pm) \$25.00	Remove

Start Over
Cancel
Continue

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 do 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.

Registration Summary

Welcome Travis Test | [Logout](#)

Confirmation Message

- You have 15 minutes to complete the transaction. Your reservations will expire in **13:59**.

Choose from the following options:

[Register additional participants for a different package](#) [Continue with Checkout](#)

The following participants have been selected so far. Click Modify to change that participant's add-ons. Click Remove to remove that participant. You can click on the column headers to sort the rows.

Name	Participant Type	Package	Add-Ons		
Travis Test	Standard Participant	Standard Participant Registration	1 Friday Night Jamboree--Floyd, Virginia (6pm-10pm)	Modify	Remove
Bob Tester	Standard Participant	Standard Participant Registration	1 Fact or Fiction? As Seen on TV 1 Friday Night Jamboree--Floyd, Virginia (6pm-10pm)	Modify	Remove

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.
- **IMPORTANT! Once you click Pay and Register, you will not be able to go back and edit your registration.**

My Cart

500 Hours Service Award Discount - 500 Hours Service Award Discount Change Participants

	Quantity	Discount	Subtotal
500 Hours Service Award Discount (Jack Test)	1	--	\$148.75
			\$148.75

Standard Participant - Standard Participant Registration Change Participants

	Quantity	Discount	Subtotal
Standard Participant Registration (Travis Test)	1	--	\$175.00
Friday Night Jamboree--Floyd, Virginia (6pm-10pm) (Travis Test)	1	--	\$25.00
Standard Participant Registration (Bob Tester)	1	--	\$175.00
Friday Night Jamboree--Floyd, Virginia (6pm-10pm) (Bob Tester)	1	--	\$25.00
Fact or Fiction? As Seen on TV (Bob Tester)	1	--	\$5.00
			\$405.00

CART TOTAL: \$553.75

Payments

Promo Code

Enter Promo Code:

Apply