Creating a Registration

First you will want to find a course to register for. Click “Courses” to take a look at your options via our course search tool.
Creating a Registration

Using our course search tool, you can:

- sort alphabetically
- sort by course date
- filter by topic
- filter by date
- filter by format, and
- filter to include courses without any current offerings.

When you’ve found a course you’d like to learn more about, click its title for an overview.
The course overview will provide a synopsis of the course agenda.

On the right, you will see details about when and where the course will be, and you’ll be able to subscribe to or register for the course.

If you subscribe, you will be added to our “interest” list for the course. This means you will receive emails about any changes that occur (such as location updates or cancellations) without needing to be registered for the course.

If you click “register,” the course will be added to your cart. You will be able to finalize the registration by providing payment information in a later step.

If the course is full, you will see an option to be added to the waitlist instead of the opportunity to register. You will be notified via email if a spot becomes available if you are on the waitlist.
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After you click, “Register,” navigate to “My Cart,” to see and pay for registrations. Click “Add Participant” beneath the course information to choose the registrant.
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If you are responsible for registering anyone but yourself for a course, you can either select a participant you have access to register, or register a new participant by filling in the form. Click “add participant to course” to move forward with registration.

If you do not have the option to add a participant, but you are a training manager or card holder responsible for processing a registration, please click “Contact Us” at the top of the navigation to contact the registrar.
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Once the desired participant(s) are registered for their desired courses(s), you can choose to pay by credit card or purchase order.

If you intend to make the payment now, click the “pay by credit option.”

If you prefer that your agency be invoiced, click “other payment options.”
When you have selected your payment method, you will be presented with our terms and conditions. Please note that your registration is not complete until we receive your payment via credit card, or you submit a complete, accurate purchase order.

Click on the “Cancellation Policy” link to review what to do to change to registration after you have submitted your payment information.
If you selected “pay by credit,” you will be brought to our credit card collection page, powered by CashNet. Enter the required information, and complete the registration. The person being registered will receive an emailed copy of the receipt.
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If you selected “other payment methods,” you will be brought to a page to verify the registrations you would like to pay for using a purchase order (PO).

Select all of the registrations you intend to pay for using the PO.

Enter the purchase order number (commonly entered in section C4 of the SF-182.)

Upload a copy of the signed, completed PO and click submit.

Our registration team will review the submission and follow up with the registrant and/or training officer if any changes need to be made to the document.
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PARTICIPANT VIEW
The course should now be listed in your upcoming courses if you are the registered participant.

TRAINING OFFICER VIEW
The course should now be listed in your upcoming courses – trainees tab if you registered the participant.