

# NEW E-SERVICES

## ★ GROUP REGISTRATION

### What is it?

Once you have identified yourself with a specific campus ID number you can register other members from your same school if paying with one credit card or with one Purchase Order. For this process to work you must first register yourself.

### How does it work?

This feature is accessible on the check out page of the online registration application. First you must register yourself for the event.

- 1.) Click “Register for Events” on the Member Profile page (See Picture 1)



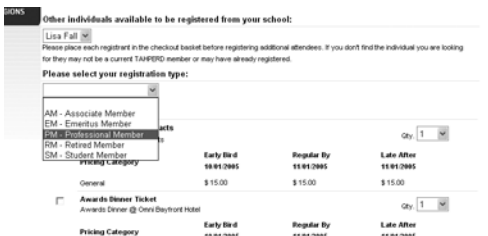
Picture 1

- 2.) Click “Register Online” under the event you want to attend. (See Picture 2)



Picture 2

- 3.) Your name should appear in the pull-down box. Select your member type and check the boxes for the items/events you want to purchase. (See Picture 3)



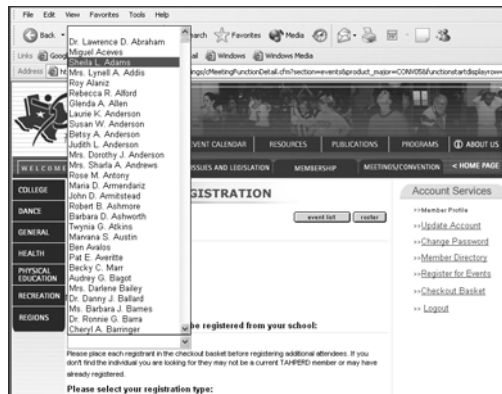
Picture 3

- 4.) On the checkout basket page, click the red link labeled “2005 TAHPERD Annual Convention.” (See Picture 4)



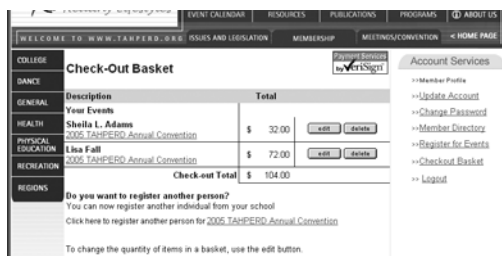
Picture 4

- 5.) Select the name of the individual you want to register and their member type. (See Picture 5)



Picture 5

- 6.) Check the items/events they wish to purchase, and proceed to the check out page. (See Picture 6)



Picture 6

- 7.) Repeat the process for each person you want to register. All individuals' membership must be current as of the event date in order to register online.

- 8.) After all individuals you want to register appear on the check out basket, proceed to make the payment using either a credit card or Purchase Order. (**Note:** Fees listed for each registrant will all be charged to the same credit card or PO.)