Group Registration

Group registration is a permission that is available to those district staff members who need to register and provide payment for multiple individuals at a time. In order to have these rights added to your account, send an email request to your registration website support with your district and account information.

Once your account is set up as a Group Registrar, go to the registration website to log into your account.

Find the session(s) for which you would like to enroll staff. Methods for finding the sessions are indicated below. For more information, visit the Help & How-To section of the registration website.
If you are a Group Registrar, you will see a "Group Register" button on the Session Detail page of the selected event.

To register yourself, click the Register button.
To register a group, click the Group Register button.

A page will open that lists the first 300 staff members in your district. Please note that any staff member already registered for the session will not be displayed in the list.
Filtering Results
Type part of the staff member's name, email address, or school to filter the list of available participants.

Selecting Participants
In order to add someone to the selected list, you may use any of the following methods:
- Double-click on the desired name in the available users list.
- Drag the name from the available user box to the selected users box.
- Click on the name in the list to select it (use Control-click to select multiple users) and use the control buttons found between the two lists to move the users.

Control Buttons
- Move the selected user(s).
- Remove the selected user(s).
- Move all users.
- Remove all users.

Adding Participants to Cart
Once you have added all of the desired participants to your selected list, click Continue.
If you selected more staff members than seats available in the session, you will receive an alert and be given the opportunity to edit your selections.

If there is space available in the session, you will be directed to the checkout screen. Complete checkout as you would for any session.

After providing payment (if applicable) and continuing checkout, your registrations will be processed. Note that at the bottom of the page there is a link for a payment summary or voucher.
Here is a sample of the payment summary:

![Payment Voucher]

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Site</th>
<th>School</th>
<th>Session ID</th>
<th>Title</th>
<th>Contact Person</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vicky Mo</td>
<td>ESC 4 Main Office</td>
<td>ESA Staff</td>
<td>26596</td>
<td>Sample OnDemand Course</td>
<td>Donna Johnson</td>
<td>$50.00</td>
</tr>
<tr>
<td>Mena R</td>
<td>ESC 4 Main Office</td>
<td>ESA Staff</td>
<td>26596</td>
<td>Sample OnDemand Course</td>
<td>Donna Johnson</td>
<td>$50.00</td>
</tr>
<tr>
<td>Mohuna Raman</td>
<td>ESC 4 Main Office</td>
<td>ESA Staff</td>
<td>26596</td>
<td>Sample OnDemand Course</td>
<td>Donna Johnson</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$150.00</strong></td>
</tr>
</tbody>
</table>