

Conference Multi-Enroll Directions

Each conference can have one or more breakout groups. Click on the 'Show Group' link to expand the area.

Registration Page Example:

The screenshot shows a registration page with a teal header for a conference session. The session details include: Session ID: 1287608, Unmask Your Inner Geek, Seats Filled: 76 / 400, Fee: \$25.00, and Location: Region 2 ESC, ESC Region 2, Third Floor Event. Below this is an 'Important Breakout Information' section with a 'Select' button. A yellow arrow points to the 'Select' button with the text 'Click the 'Select' button before adding to cart'. Below the session details is a 'Lunch and Learn (Optional)' section with a 'Show Group' link. A yellow arrow points to the 'Show Group' link with the text 'Select "Show Group" to see additional breakout sessions'.

1. Select the one or more breakout sessions, as needed
2. Type the email address of one participant (bottom-right)

Attendee Email Address:

3. Select 'Add to Cart'
4. Repeat as needed for each employee

Each participant will need an account in the registration system. If you receive the error message '**The email address entered was not found, please [click here to create an account](#)**', select the 'click here' link or see the account creation instructions below.

New Account Creation:

- https://www.escweb.net/tx_r2/shoebox/account/signup.aspx?ReturnUrl=%2ftx_r2%2fshoebox%2faccount%2fdefault.aspx
- Follow the on-screen prompts

Once all participants have been added to the cart, select the '[Registration Cart: xx items](#)' link at the top-right to finish the check-out procedure.

All participants will be registered using the same payment method. If you need to group your staff under different methods (i.e. different purchase order numbers), please repeat the instructions above once per payment method.

If you have any questions, please email (workshop@esc2.net).