

Navigating Group Registration:

We have had several directors that have had an error message come up when they are going to add additional members AFTER directors have gone in and registered themselves for the various workshops they want to attend. Below is information that should make this process clearer:

FIRST REGISTRATION: You as the director are considered the initial registration (group leader) in the new system. It is during this first registration process you are able to add multiple people (group members) on the registration summary page.

If you are wanting to register people **after** you have done the initial registration, you must add them and pay for them one by one. This is where you click “already registered” and have the confirmation number and group leader email ready.

FOR ADDITIONAL REGISTRATIONS AFTER THE INITIAL REGISTRATION: If you are a centre that registers your staff on a first come, first serve basis we recommend that you have multiple “group leaders”. For example, your first group of workshops would be under the Executive Director. The second group of workshops would be under the Assistant Director and the third group be under the Supervisor.

The payment receipt will go to each group leader and each participant will receive a confirmation email of the workshops they are registered for.

Already registered? x

Director/group leader information from initial registration here

* Confirmation Number

[Forgot your confirmation number?](#)

below is what you see after you put in your confirmation number...

Put participants information here

First Name

Last Name

Organization

Email Address

When you are adding additional people to your initial registration, only put your confirmation number and your email in at that time (see left image above) when you are asked to input information on the next screen, you are putting all the information of that participant in the requested fields (see right image above).

NOTE: Once your confirmation number is put in, the payment receipt is automatically set up to go to you, as the group leader. The confirmation email of workshops will go to the participant.

You will get an error message if you put your email as the group leader in this section.

It is our recommendation that you have ALL the workshop choices of your staff ready to go at one time under one group leader.

Thank you for being patient while we navigate a new system.