1. Go to www.ndgrowingfutures.org and log in to your Growing Futures Registry account.

2. Click on Search Training Events in the menu on the left-hand side of your screen.

3. Scroll down to the bottom of the Search for Training page and click next to Training Type.

4. Choose Online, E-Learning and Online, Self-Paced as your search filters. Click Search to search for e-Learning courses.

5. Once you find the course you want to register for, click Register.
6. Choose register staff and scroll down to check the boxes next to the names of the staff you want to register for the course. Click **Register Staff**.

7. Complete the Event Registration details for each attendee and click **Continue**.

8. Check **I agree to the registration terms and conditions** and click **Add Event to Cart**.

9. Review the Event Registration details and click **View Cart**.

10. You can either choose to check out or search and register for another course.
Search and register for training:
Group Registration

11. When you are ready to check out, you will be prompted to enter your credit card information. Click

Submit Payment

12. Once you complete the payment process, you will see your Registration Confirmation. Each attendee will receive an email with registration details.