

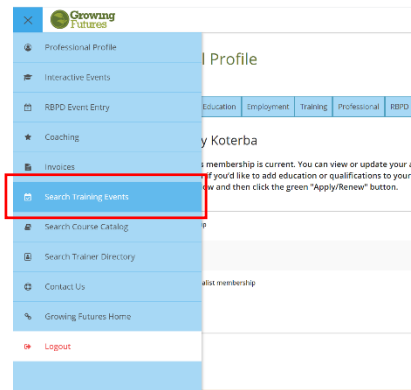


## Search and register for training: Group Registration

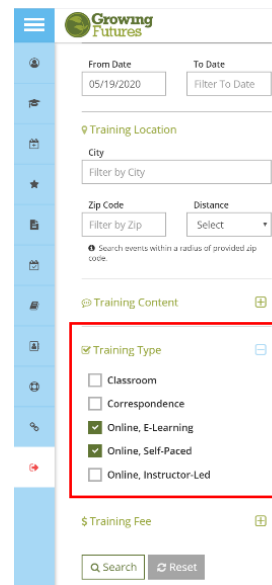
1. Go to [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org) and log in to your Growing Futures Registry account.




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

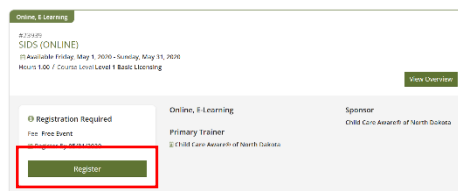


3. Scroll down to the bottom of the *Search for Training* page and click  next to Training Type.



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

5. Once you find the course you want to register for, click .





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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

Event Registration

Assessing Young Children

(1) Self-Paced Training  
(Available Wednesday, April 1, 2020 - Tuesday, June 30, 2020)

View full event details

Location  
Online, E-Learning

Sponsor  
Child Care Aware of North Dakota

Registration  
Event Fee \$45.00  
Register By 6/30/2020  
Required? Yes

Delivery Methods  
Online self-paced

Assessment/Evaluation  
Other - Course of Learning

☐ Register Myself ☒ Register Staff

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

Attendee Details

Please review your attendee details.

Attendee Leah Thomastot

Individual ID 721

Zip 58201

Email Address Leah.Thomastot@email.com

Primary phone number (701) 320-1623 Secondary phone number (701) 320-1623

Attendee Role  
☐ Child Care ☐ Head Start ☐ Birth To Three  
☐ Public School ☐ Special Education ☐ School-Age Staff  
☐ Parent ☐ Agency Staff ☒ Other

8. Check ☐ I agree to the registration terms and conditions and click

Terms and Conditions

North Dakota Growing Futures Registry  
Event Registration  
Terms of Agreement  
Effective Date: January 1, 2018

1. Acceptance of Terms  
The Growing Futures Registry, operating under contract to the North Dakota Department of Human

☒ I agree to the registration terms and conditions

9. Review the *Event Registration* details and click

✓ This event has been added to your cart.  
Please check out to complete registration.

10. You can either choose to check out or search and register for another course.

Event Cart

#4232 Emily Koterba Remove

#23988 Assessing Young Children  
Wednesday, April 1, 2020 - Tuesday, June 30, 2020

Registration Fee Available 4/1/2020 - 6/30/2020 \$45.00 Remove

Subtotal \$45.00

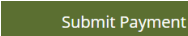
Total \$45.00

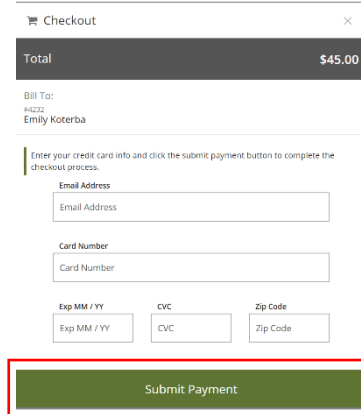
Bill To: #4232 Emily Koterba



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

Click 

A screenshot of a checkout form. At the top, it says "Checkout" with a close button. Below that, a dark box shows "Total \$45.00". Underneath, "Bill To:" is followed by "#4232 Emily Koterba". A green instruction bar says "Enter your credit card info and click the submit payment button to complete the checkout process." Below this are input fields for "Email Address", "Card Number", "Exp MM / YY", "CVC", and "Zip Code". At the bottom, a green "Submit Payment" button is highlighted with a red rectangle.

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

### Event Registration

#### Test Course B

📅 Ongoing Training  
(Available Sunday, July 1, 2018 - Monday, July 1, 2019)

[view full event details](#)

✓ Thank you for registering for this event.  
Staff will receive an email in the next few minutes containing registration details.

#### Registration Summary

👤 Sarah Krebstest

👤 Leah Thomastest