Search and register for training:
Group Registration

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

2. Click **Statewide Training Calendar** in the menu on the left-hand side of your screen.

3. Click **Training Calendar** and scroll down to the bottom of the Search for Training page.

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

5. Once you find the course you want to register your staff for, click **Register Online**.
6. Choose and 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. Review the **Event Registration** details and check **I agree to the registration terms and conditions**. Click **Add Event to Cart**.

9. Review your **Registration Summary** and click **View Cart**.

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