

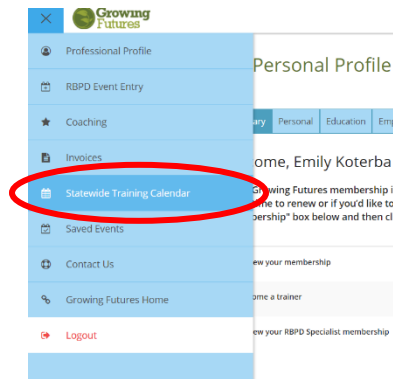


Search and register for training: Group Registration

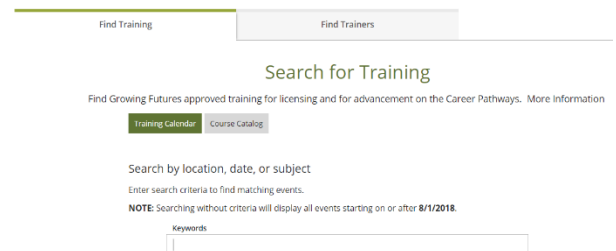
1. Go to www.ndgrowingfutures.org and log in to your Growing Futures Registry account.



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.

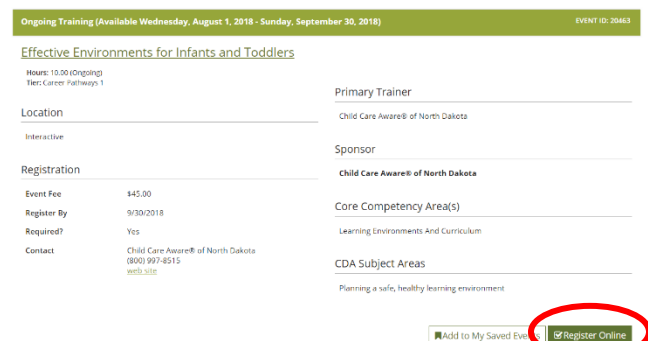
Include the following course types

- Classroom
- Correspondence
- Online, E-Learning
- Online, Self-Paced
- Online, Instructor-Led

Locate Events

Reset Form

5. Once you find the course you want to register your staff for, click **Register Online**





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6. Choose Register Staff and check the boxes next to the names of the staff you want to register for the course.

Click Register Staff

Add Staff to Event

ID	Organization	Name	Title	Email	Register
1224	Child Care Aware® of North Dakota	Aus, Cara	Consultant	Cara.aus@email.com	<input type="checkbox"/>
23748	Child Care Aware® of North Dakota	Genovestest, Patty	Other	Patty.Genovestest@email.com	<input type="checkbox"/>
17423	Child Care Aware® of North Dakota	Korp, Katie	Other	katie@ndchildcare.org	<input type="checkbox"/>
1555	Child Care Aware® of North Dakota	Krebstest, Leah	Consultant	Leah.Krebstest@email.com	<input type="checkbox"/>
891	Child Care Aware® of North Dakota	Krebstest, Sara	Consultant	Sara.Krebstest@email.com	<input type="checkbox"/>
27	Child Care Aware® of North Dakota	Krebstest, Sarah	Manager/Coordinator	Sarah.Krebstest@email.com	<input type="checkbox"/>
88289	Child Care Aware® of North Dakota	Muellembach, Steven	Administrative Assistant	stevenmuellembach@newworldnow.com	<input type="checkbox"/>
4330	Child Care Aware® of North Dakota	Murphytest, Brandon	Other	Brandon.Murphytest@email.com	<input type="checkbox"/>
21535	Child Care Aware® of North Dakota	Rennanest, Sara	Consultant	Sara.Rennanest@email.com	<input type="checkbox"/>
88334	Child Care Aware® of North Dakota	S, Tim	Member	tim.uzelawski@newworldnow.com	<input type="checkbox"/>
88294	Child Care Aware® of North Dakota	Sollom, Brianna	Administrative Assistant	brianna@ndchildcare.org	<input type="checkbox"/>
5808	Child Care Aware® of North Dakota	Stutsmanest, Leah	Consultant	Leah.Stutsmanest@email.com	<input type="checkbox"/>
6219	Child Care Aware® of North Dakota	Teachtest, Leah	Consultant	teachteacher@email.com	<input type="checkbox"/>
721	Child Care Aware® of North Dakota	Thomastest, Leah	Manager/Coordinator	Leah.Thomastest@email.com	<input type="checkbox"/>
88308	Child Care Aware® of North Dakota	World, New	Administrative Assistant	TestNewWorld-World@gmail.com	<input type="checkbox"/>
88299	Child Care Aware® of North Dakota	Xiong, John	Administrative Assistant	john.xiong1mstest@gmail.com	<input type="checkbox"/>

Register Staff

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

Attendee Details

Please review your attendee details.

Attendee: Leah Thomastest

Individual ID: 721

Zip: 58201

Email Address: Leah.Thomastest@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. Review the *Event Registration* details and check I agree to the registration terms and conditions. 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 Services, reserves the right to modify this registration contract to meet operational or resource requirements. By using the

I agree to the registration terms and conditions

9. Review your *Registration Summary* 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 staff for another course.

Event Cart

<p>Test Course 71218</p> <p>Sunday, July 1, 2018 to Monday, July 1, 2019</p> <p>Attendee Brianna Sollom</p> <p>Registration Fee: \$10.00</p>	<p>Seats Remaining: 23</p> <p>EVENT ID: 12842</p>	<p>Cart Summary</p> <p>Bill To: #88294 Brianna Sollom</p> <p>Total: \$10.00</p> <p><input type="button" value="Check Out"/></p> <p><input type="button" value="Search Events"/></p>
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11. When you are ready to check out, you will be prompted to enter your credit card information. Click [Submit Payment](#)

Checkout ×

Bill To:
#88294 Brianna Sollom

Total \$10.00

Enter your credit card info and click the submit payment button to complete the checkout process.
Event registration will ONLY be completed upon a successful payment submission.

Email Address

Card Number

Exp MM / YY CVC Zip Code

[Submit Payment](#)

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