

Guide - How to Register Others for an Event with NWPPA

Step 1

Search for desired event(s).

See guide “How to Find an Event with NWPPA”

Step 2

Register for event(s)

- a) If you have forgotten your password or have difficulty logging in, please call the NWPPA office for assistance at 360.254.0109.
 - a. Click the “Save and Add to Cart” button at the bottom of the screen
 - b. Review your order. Select the appropriate billing contact from the drop down menus. Enter the appropriate payment information at the bottom of the screen or select the “Bill Me Later” option. If selected, an invoice will be mailed the next business day to the address and billing contact listed above. Click the “Continue” button on the top right of the screen
 - c. Click “Submit Order” to complete transaction
 - d. A registration confirmation email will be sent to the attendee email address on file. If desired, you can print the page for your receipt.

After identifying the desired event, click on the event name to advance to the full event webpage. On the top right hand corner of the events page are two (2) buttons for registrations. If you are registering only for yourself, click on the “Register Self” button. (See guide for “How to Register Yourself for NWPPA Events”). If you are registering for others **or for multiple individuals including yourself**, click on the “Register Others” button.



- b) Register Others – After clicking on register self, you will be required to log in using your name (email address) and password.



If you have forgotten your password or have difficulty logging in, please call NWPPA staff for assistance at 360.254.0109.

- a. Ignore the Source Code
- b. Ignore the Group
- c. Select “Regular Attendee” under Registrant Type
- d. Click “Add a Group Registrant” button

Staking Technician Certification Program - NESC & Utility Specifications

Start date: 10/31/2016

End date: 11/2/2016

Organization: Northwest Public Power Association

Source code: Please select

Registrant type: Regular Attendee

Group: No Group

[Add a Group Registrant](#)

- e. From the dropdown menu, select the first attendee from your organization
- f. If the attendee is not in the list, click the “add” button and add their information

Registrant Information

Registrant type: Regular Attendee

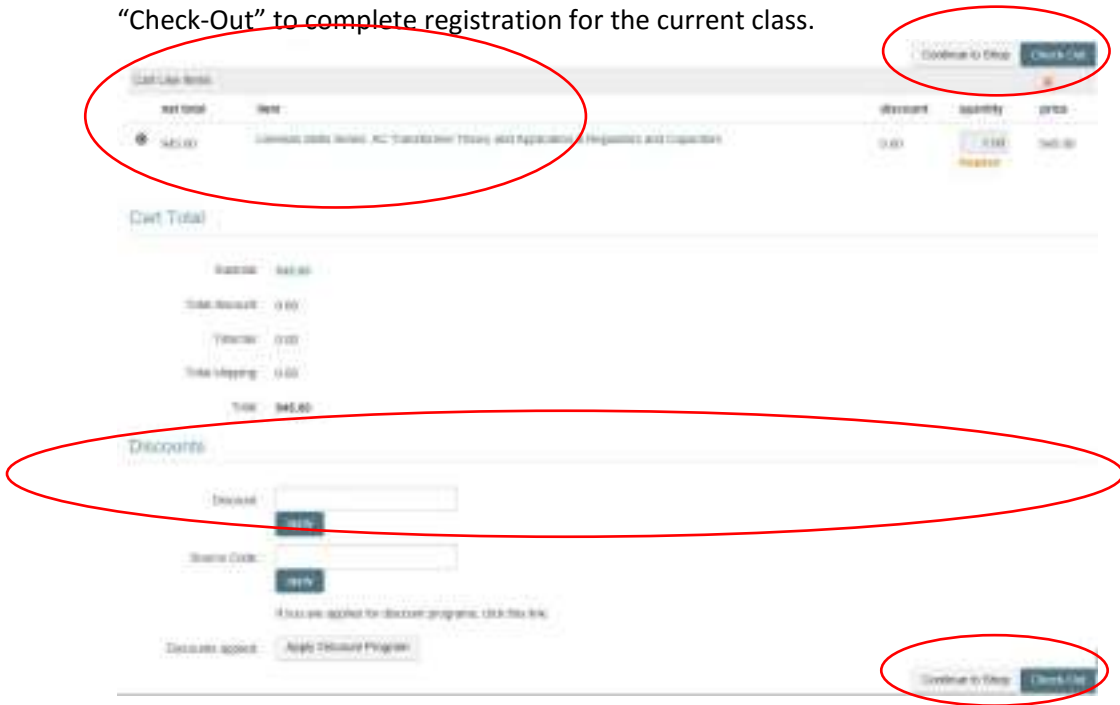
Required

Registrant name: Please select

+ Required

- g. Select the appropriate event fee
- h. Click “Add to Group” or “Add Another Registrant” – Repeat steps (d) – (h) as needed
- i. Click the “Add to Cart” button at the bottom of the screen

- j. At this point, you may click on “Continue to Shop” to register for additional classes or “Check-Out” to complete registration for the current class.



- k. Review your order by clicking on “Check-Out”. Select the appropriate billing contact from the drop-down menus.

Billing Information

Bill to:

Billing contact:

Pick your billing address:

Required

Enter the appropriate payment information at the bottom of the screen or select the “Bill Me Later” option. If “Bill Me Later” is selected, an invoice will be mailed the next business day to the address and billing contact listed above. Click the “Continue” button.

Payment Information

Bill me later

You will be billed later. Please proceed to checkout.

YK000100M \$42.00



- l. Click “Submit Order” to complete transaction
- m. A registration confirmation email will be sent to the attendee email address on file. If desired, you can print the page for your receipt.