

Guide - How to Register Yourself 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)

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. If you are registering for others **or for multiple individuals including yourself**, click on the “Register Others” button. (See “Guide - How to Register Others...”)



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

Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.



Not a registered user yet?

If you are a new visitor and do not already have a username and login, please register and create a new account.

Register

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

- a. Select "Regular Attendee" under Registrant Type:

Event Registration (Registrant Not Logged In)

Event Information

Event: Licensee Skills Series, AG Transformer Theory and Application & Regulators and Gasestars

Start date: 11/15/2019

End date: 11/17/2019

Registrant Information

Registrant type: Regular Attendee

Registrant name:

Organization name:

Phone:

Email:

Primary website URL:

Address: [Address field] [City field]

Registrant

- b. Ignore the Source Code

Source Code: Please select

Badge Information

Badge name:

Badge organization:

Title:

City: Vancouver

State: Washington

Country: UNITED STATES

ADA & Special Dietary Needs

ADA equipment: ADA equipment

Event Fees

Product	Price	Member Type	Category
123 Network Standard	\$40.00	Liberty	

- c. Select the appropriate event fee
- d. Click the "Add to Cart" button at the bottom of the screen

- e. 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.

- f. 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.



Invoice total: \$45.00



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