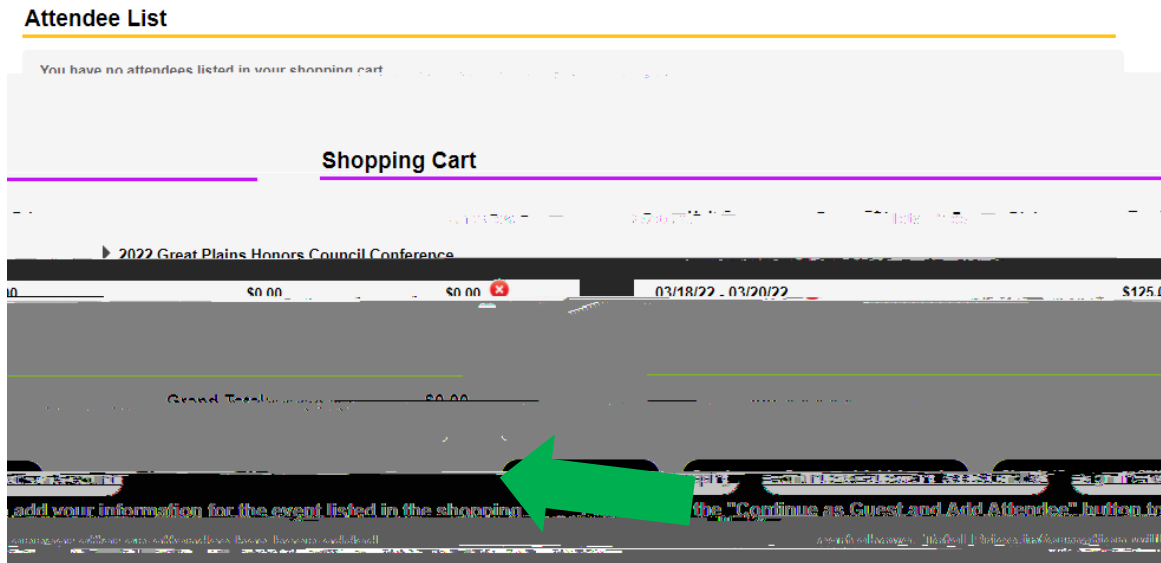

_____ and click "Register Now!"

2. A new browser page will open that shows the event details and price per person. Click the yellow "Add to Cart" button.



- The next page will show your group's **Attendee List** and **Shopping Cart**. *The Shopping Cart will show a balance of \$0.00 until one or more attendees is added.* Click the black button that says, "Continue as Guest and Add Attendee."



- Input the requested information for your first attendee and click the yellow "Submit" button.

The screenshot shows a form titled "Continue as Guest and Add Attendee". The form has a header that says "Please provide the following personal information (Items marked with an * are required)". The form contains several input fields: "Email Address *", "First Name *", "Last Name *", "Title", and "Address *". The "Email Address" field contains the text "email@example.com". There is also a "Submit" button at the bottom right of the form.

5. You will now see the first attendee in the **Attendee List** and a price in the **Shopping Cart**.

7. Complete the **Required Information** for each attendee.

Required Information

(This information is needed based on your choice of classes. If you cannot answer the question, please enter N/A)



8. Under **Billing Information**, choose your preferred Payment Option, then click "Next." Checking "Total Amount" will bring you to the credit card portal. Checking "Invoice Me" will proceed with sending invoices to the individuals registered. Both options will allow you to review your order before submitting payment.

Code:

about us? choose option

Promotional Mailing

How did you hear

Payment Options

\$375.00 - Total Amount

Invoice Me

Next >


9. To pay by credit card or receive an invoice, click "Submit Order."

Summary Review

Please confirm your order.

Session	Attendees	Unit Price	Discount	Total Price
2022 Great Plains Honors Council Conference	Jordan Jones (24785820)	\$125.00	\$0.00	\$125.00
	Susie Swanson (24769470)	\$125.00	\$0.00	\$125.00
				\$0.00

Total Charge: \$0.00



[Cancel](#) [Submit Order](#)

If you chose to receive an invoice, the next page will look like this:

Thank you. Your order has been placed.

Order	Attendee	Session	Fee	Message
6E469B79	Jordan Jones (24785820)	2022 Great Plains Honors Council Conference	\$125.00	

If you selected to pay by credit card, you will now be taken to the payment portal.