

New Registration

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NEW REGISTRATION (Programs, Misc Fees, Merchandise, etc)

1. Find or add member
 2. Hover over "Offerings" > Click program area from drop down menu
 3. If needed, filter list of available programs using options on left
 4. Click "Add" on Selected item > Review for accuracy
 5. Click "Add"
 6. Select additional items, if applicable
 7. When done adding items > Go to Cart
 8. Review information in the cart for accuracy
 9. If applicable, add any manual adjustments
 - Click "Adjustment Details"
 - Click "Add Adjustment"
 - Select transaction code from drop down list
 - Enter adjustment amount
 - Change to Percent if needed
 - Fill in amount
 - Change to Increase if needed
 - Enter comment
 - Click "Save"
 10. If applicable, enter promo code in promo code box
 11. Select Payment Method
 - Add if new
 12. Click "Finalize Order" > Click "Yes, Finalize my Order"
 13. Send Receipt
 - Email (preferred) > Choose correct address
 - If printed receipt desired > Click Print > select Window Envelope
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