Last Modified on 01/15/2025 8:34 am EST

New Registration
Find Member > Offerings

1. Find or add member.

2. Hover over **Offerings** and click the program area from the drop-down menu.

3. If needed, filter the list of available programs using the options on the left.

4. Click **Add** on Selected item and review for accuracy.

5. Click **Add.**

6. Select additional items, if applicable.

7. When done adding items, Go to Cart.

8. Review the information in the cart for accuracy.

9. If applicable, add any manual adjustments.

    - Click **Adjustment Details.**
    - Click **Add Adjustment.**
    - Select the transaction code from the drop-down list.
    - Enter the adjustment amount.
        - Change to Percent if needed.
        - Fill in the amount.
        - Change to Increase if needed.
    - Enter a comment.
    - Click **Save.**

10. If applicable, enter the promo code in the promo code box.

11. Select Payment Method.

    - **Add** if new.

12. Click **Finalize Order** and **Yes, Finalize my Order.**

13. Send Receipt.

    - Email (preferred) and choose the correct address.
    - If a printed receipt is desired, click **Print** and select Window Envelope.