



## Instructions to register multiple people for a conference or training course at MSA through the online registration system.

After you find the class you want to register , click on the course and click on 'REGISTER FOR THIS EVENT'. This will start the registration process. You have **THREE** options described below in which to register multiple people:

- 1. GROUP REGISTRATION OPTION:** If you know all the people you want to register for the event are in our system, you may register as a "Group Registration" – When you select this option, you will pull up a list of all people within your organization that have profiles in our database system. You may select people attending this training event. Enter the Badge Name -the name you would like on a nametag, not their police badge or POST number. Continue through the registration process.

OR....

- 2. REGISTER YOURSELF AND GUESTS OPTION:** This process will allow you to register several people, even though it says you are registering yourself. When you get to the page that asks for the registration information – change the prepopulated name from your name to the person attending (unless you are attending). Enter the First Name, Last Name and Badge Name -the name you would like on a nametag, not the police badge number. ***Important: The contact information will still stay with the person who has logged in, despite who was registered. If we send reminder emails for the conference, the person who was logged in will receive these emails.***

### Street Officer's Response to Civil Disputes - Anoka Co.

#### Enter Registration Information

Please enter your registration and badge information.  
Click the NEXT button at the bottom of the page to continue.

Enter registration information for Ann Jarrett			
First Name:	<input type="text" value="Mary"/>	Badge Name:	<input type="text" value="Mary Jones"/>
Last Name:	<input type="text" value="Jones"/>	Registration Date:	04/06/2012

Continue with the CHECK OUT process and see "Guests" on next page if you want to add more people.



**GUESTS:** After you have completed your first registrant, the next page will ask you how many guests you would like to bring. Select the number

#### Select Guests

This event allows you to register guests. Please select if and how many guests will be attending the event as part of your registration.

**Number of guests (optional):**

Number of Guests (optional):

On the next screen, you will be asked their names. Guests are charged the full rate of the class as you will see on the checkout page. You are now ready to complete the checkout process.

**OR....**

- 3. CONFERENCE REGISTRATIONS:** Conference Registrations do not allow a guest (because there are specific questions regarding the conference that attendees need to answer). Once you have completed your purchase for one attendee(see #2 if you are not the attendee) and are at the checkout, you can click "**continue shopping.**" You will be taken to the shopping cart where you can select the conference again and register that next person. Once all the people have been registered, you can finish the check-out process. ***Important: The contact information will still stay with the person who has logged in, despite who was registered. If we send reminder emails for the conference, the person who was logged in will receive these emails.***

Once registrations are complete, you will receive both a confirmation email and the invoice copy to submit for payment or the receipt.

We are excited to offer our registrations online and appreciate your patience in this process.

Contact Ann Jarrett at MSA within questions or problems registering.

Email: [ajarrett@mnsheriffs.org](mailto:ajarrett@mnsheriffs.org) or 651-451-7216 x 6.