

## How to Register for Training

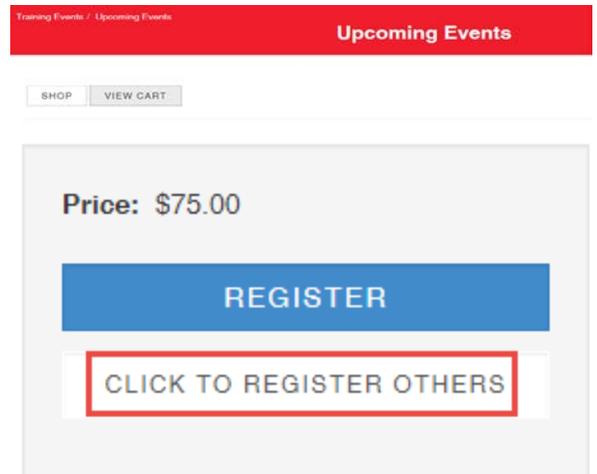
To register for training through the PSATS Connect site (Connect.PSATS.org), take the following steps:

Click on the “Training Events” tab to view the drop-down menu, which includes, among other things, links to PSATS’ training programs and an Event Calendar that lists courses by month and date. (See example at right.) If you’re unsure of which training program to select, start your search by clicking on the “Upcoming Events” link, which displays all of PSATS’ scheduled training courses.



Once you’ve selected “Upcoming Events,” a menu will appear on the left that allows you to search for courses by category. For instance, click on “Webinars” to browse online offerings. Or, if you’re a sewage enforcement officer, choose “SEO Training.”

To the right of the “Events” menu, you will see a list of upcoming PSATS workshops and their descriptions. Click on the blue workshop title to read additional details about the course and to register. The workshop price appears to the right of the full description. Click on the “Register” button to sign up for the course. (See example at right.)



Once you complete the online registration form, you will be taken to the checkout area.

## How to Register Others for Training

To register someone other than yourself for a PSATS training course, click on the “Click to Register Others” button.

The group registration page will appear. (See below.)

### #901 Google Earth On-Demand Webinar

<p>Select Attendee</p> <p>Elam Herr</p>	<p>Existing Registrations</p> <table border="1"><tr><td>Andrew Mummert</td><td>#901 Google Earth On-Demand Webinar</td></tr><tr><td>Andrew Mummert</td><td>#901 Google Earth On-Demand Webinar</td></tr></table>	Andrew Mummert	#901 Google Earth On-Demand Webinar	Andrew Mummert	#901 Google Earth On-Demand Webinar
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<p>SEO ID <sup>Required</sup></p> <p></p> <p>SELECT REGISTRANT    CHECKOUT</p>	<p>Selected Registrations</p> <table border="1"><tr><td>✗ David Sanko</td><td>#901 Google Earth On-Demand Webinar</td></tr></table>	✗ David Sanko	#901 Google Earth On-Demand Webinar		
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The group registration page includes four sections. (See below.)

## #901 Google Earth On-Demand Webinar

Select Attendee	
Elam Herr	

SEO ID *Required	

Existing Registrations	
Andrew Mummert	#901 Google Earth On-Demand Webinar
Andrew Mummert	#901 Google Earth On-Demand Webinar

Selected Registrations	
✗ David Sanko	#901 Google Earth On-Demand Webinar

SELECT REGISTRANT    CHECKOUT

**Section A: “Select Attendee”**— Click on the down arrow to reveal the names of individuals who are affiliated with your organization. If the person you want to register is not listed, click “New Contact,” fill in the requested information, and choose “Select Registrant” to add the person to your organization’s “Selected Registrations” list.

Select Attendee	
New Contact...	
First Name	
Last Name	
Email	

**Section B** will display information that must be provided for the individual being registered.

**Section C: “Existing Registrations”** will list others from your organization who have already registered for the workshop.

**Section D: “Selected Registrations”** will list all individuals who you are currently registering for a workshop.

After completing the information on the group registration page, click on the “Checkout” button to finalize the registration process.