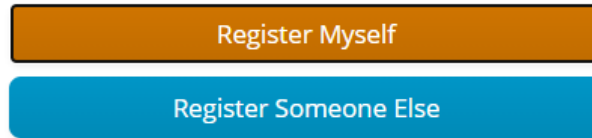


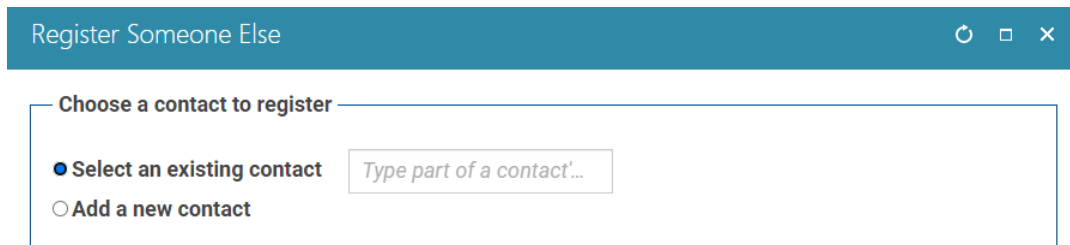
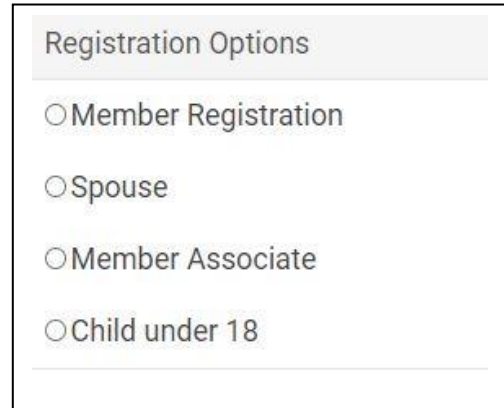
Select the Event and login. To register yourself click the Register Myself button. To just register someone else, login and click Register Someone Else ([see * below](#))



Now select the radio button next to Member Registration in Registration Options to complete registering yourself. Example to the right:

You are now registered and can add selections from the Program items such as Mart Tables, Early Bird Entry, Banquet, etc.

* [To register someone else](#) such as a spouse or another NAWCC member click on the Register Someone Else button. Below is what you will see when you click the Register Someone Else button:



The **Select an existing contact** option will search for someone listed in the NAWCC database. If no name displays, click the **Add a new contact** and add in the information requested. This will register and place them in your checkout cart.

If they are not currently an NAWCC member, they will need to join the NAWCC either online ahead of time (recommended) or at the event.

When you Register Someone Else don't forget to add the type of registration (member, spouse) and any program items they may want.

When all the members of the party have been registered and all the options selected for each of them, you may check out and pay for what has been purchased.

To cancel a registration for someone else **FIRST** remove all the options purchased for them then remove their registration from the checkout cart.