

## VISITORS: How to Register for a Conference

For people who are **not** employees of Baystate (or do not have an EN / PN)

[\(You must have created an account before registering for a course\)](#)

### Step 1: Login

- Click “Login” in the upper right corner of the screen
- Click “You already have an account” in the visitor box
- Enter your Username and Password

### Step 2: Choose a conference

- Click the “Conference” tab
- Click on the **title** of the course you wish to attend
- Click the “Register/Take Course” tab

#### ***For Free Courses:***

Click the “Take Course” button. This enrolls you in the course.

Note: Directions for evaluating the course and receiving credit will be provided at the course.

#### ***For Tuition Based Courses:***

**About Coupons:** If there is a coupon associated with this course and it applies to you, you will see it listed below the Price of the course.

- Copy the Coupon code.
- Click the “Add to Cart” button
- Enter the coupon code in the box under Coupon Discounts
- Click the “Apply to Order” button
- Click the “Checkout” button

### Step 3: Checkout & Payment

- Enter your Billing Information
- Under **Payment Method** click on the circle for the payment method you want to use
  - Credit/Debit card if you are paying online<sup>1</sup>, or
  - Check, Money Order or Interdepartmental Funds Transfer<sup>2</sup>
- Click the “Review Order” button
- Click the “Submit Order” button

<sup>1</sup>Charge card payments: An email confirmation of your paid registration will be sent to the address in your profile.

<sup>2</sup> Check, Money Order or Interdepartmental Funds Transfers: An email confirmation of your *Enrollment (with payment pending)* will be emailed to the address in your profile. Once payment has been received, you will be sent an email confirming your *registration* and *payment* to the course.