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 online¹, or
  - Check, Money Order or Interdepartmental Funds Transfer²
- Click the “Review Order” button
- Click the “Submit Order” button

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