Step by Step Guide to Registering Others Online

1. Log in or create an account at learning.culturalheritage.org. Please contact us if you have an issue creating an account or need your password reset.

2. Navigate to the event, and click on the green REGISTER button. The price listed is the full registration rate for either members or non-members. Student members and speakers will need to use a discount code at checkout.
3. Select “Add to Cart and Complete Registration Later.” Then click on **Cart (1 item)** on the right side of the screen in the red box.

![Registration Options](image1)

4. Add another person to your cart by clicking the green “Add a registration for another user” button.

![Cart (1 item)](image2)

5. A box will pop up. Enter that user’s email address, and click “Check if User Exists.”

![Register product for another user](image3)
6. If the site locates the user, select “Add product for this user.” If the site can’t find the user, the user will need to log into the learning site (http://learning.culturalheritage.org) at least once, so the since can import the record. The site will then automatically recognize them.

7. Add any discount code on your Cart page when you’re done. Click “Remove” to take the event off your own account and keep it on the other accounts.

8. Complete this step as needed to add all registrants. Log out and return any time. Add your credit card information at the bottom when you’re ready to complete the registrations.