

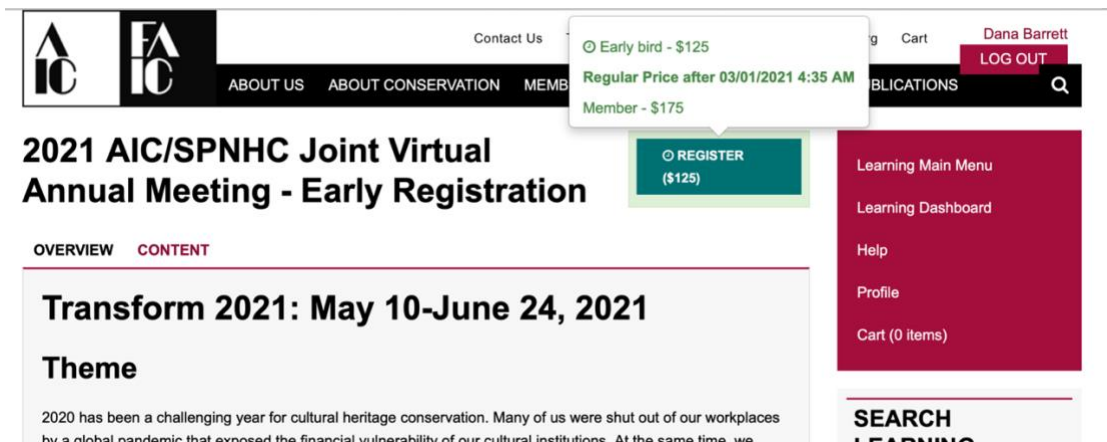


Step by Step Guide to Registering Others Online

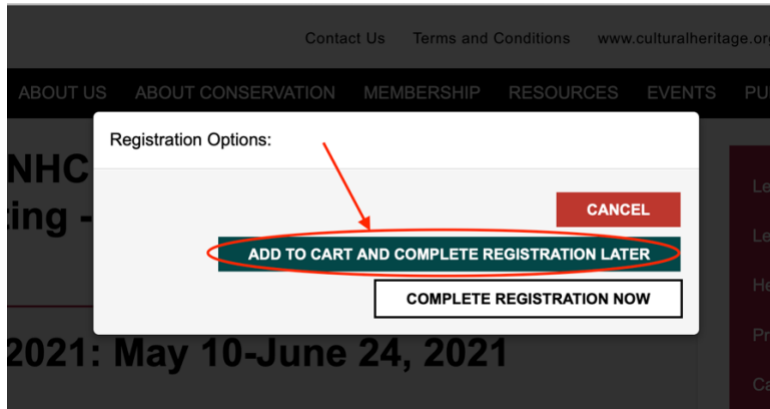
1. Log in or create an account at learning.culturalheritage.org. Please contact us if you have an issue creating an account or need your password reset.



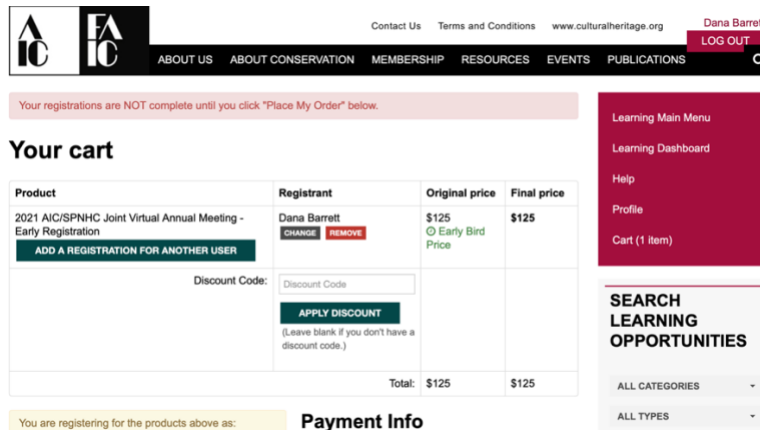
2. Navigate to the event, and click on the green REGISTER button. The price listed is the full registration rate for either members or non-members. Student members and speakers will need to use a discount code at checkout.



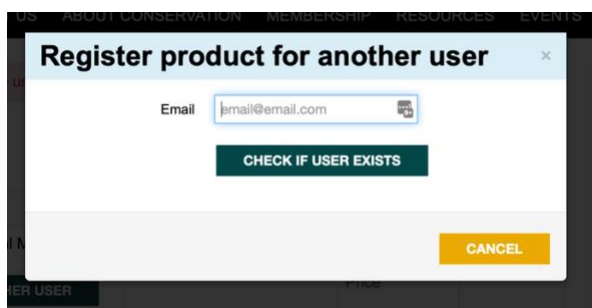
3. Select “Add to Cart and Complete Registration Later.” Then click on **Cart (1 item)** on the right side of the screen in the red box.



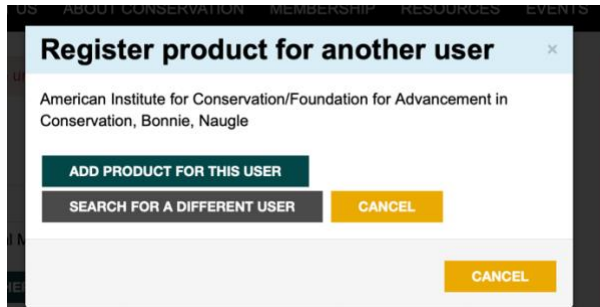
4. Add another person to your cart by clicking the green “Add a registration for another user” button.



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



- If the name is there, select “Add product for this user.” If the site can’t find the user, it’s because they have not yet been imported into the learning site. Please ask them to log in with their AIC account. The site will then automatically import them.



- 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.

Your registrations are NOT complete until you click "Place My Order" below.

Your cart

Product	Registrant	Original price	Final price
2021 AIC/SPNHC Joint Virtual Annual Meeting - Early Registration ADD A REGISTRATION FOR ANOTHER USER	Dana Barrett CHANGE REMOVE	\$125 🕒 Early Bird Price	\$125
	Bonnie Naugle CHANGE REMOVE	\$125 🕒 Early Bird Price	\$125
Discount Code:	2021SpeakerNM APPLY DISCOUNT (Leave blank if you don't have a discount code.)		
Total:		\$250	\$250

- 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.