

## **The Builders online registration system instructions**

1. Click "Log in and Register".
2. Enter username and password.
3. A popup will appear with your company name, address etc. You can change any incorrect info here.
4. Click "next" at the very bottom.
5. Check the box to the left of the event you wish to register for.
6. If you are only registering yourself, click "next" and go to step 12
7. If you are registering more than one person, click "add participant".
8. Any other records we have for people in your company will pop up, check the boxes to the left of the participants to add them and save.
9. If the person is with another company you can search for them by name or company. If they aren't there, check the "add new participant" box and save.
10. A new box will pop up. Enter their first and last name and save.
11. Once you have all of your attendees listed and checked, click "next".
12. Enter your credit card info or click "Pay by Check", then click "next".
13. A review screen will appear where you can check your info then click "next" or "submit".
14. A credit card receipt or invoice will automatically be emailed to you or you can print it directly from that screen.

It really is easy; this is just to (hopefully) help you out if questions arise. You can always call me at (775) 329-4166 and I'll help you or take your registration over the phone!

Thanks!

Missy