

## Registration Instructions for BSA Training

Always select **Group Registration** regardless of the number of registrants and the system will calculate the price accordingly.

### Registering for yourself and/or on behalf of others within your organization

1. Click **Register Now**
2. Click **Group Registration**
3. Log in to the CrossState Shopping Cart
  - a. If you do not have a log in, click **REGISTER** on that page and follow prompts to create your account.
4. Choose **Member** or **Non-Member** on the Registrant Type drop down.
5. Click **Add Group Registrant**
  - a. This is where you will add the person/persons you are registering for.
6. Choose **Member** or **Non-Member** from the Registrant Type drop down.
7. Select the name of the person you are registering from the Registrant Name drop down.
  - a. If the person you are looking for is not on the drop down, click the orange plus (+) button on the right of the drop down.
  - b. Enter the registrant name and information to add them.
8. After you select the person you are registering, select the product and click the **Member Registration or Non-member Registration** option under Event Fees.
  - a. *If you are only registering one Skip to #11*
9. Click **Add Another Registrant** at the bottom right.

*Please Note: Group Fees up to a total of 25ppl – if you are not registering 25 people at this time and need to add registrants at a later date, please contact Mary Zelinsky ([mzelinsky@crossstate.org](mailto:mzelinsky@crossstate.org)) for assistance – you can add additional people up to the 25 person limit without additional charge. Mary will assist you with a special code.*
10. Continue the process until you registered everyone needed.

*Please note that if you are registering yourself as part of the group, please make sure you choose your name in the drop down.*
11. After registering the last person of the group, click **Add To Group**
12. Click **Add to Cart** at the bottom right
13. **Balance Due** is your total. If the registrants are Compliance Consulting Program clients and entitled to a discount, please enter the discount code in the appropriate space. *If you are unsure if they are entitled to a CCP discount, please contact Joanne Broderick ([jbroderick@crossstate.org](mailto:jbroderick@crossstate.org)) for confirmation and the discount code.*
14. Click **Check-Out** to complete your order.
15. Your registrants will receive an email containing the links to the BSA Training. Staff registrants will receive an email containing the links to the BSA Training and Quiz. Board/Volunteer registrants will receive an email containing the links to the BSA Training only.