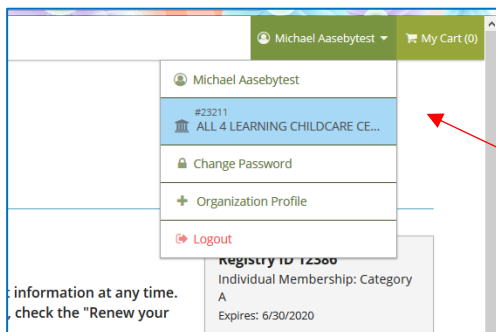
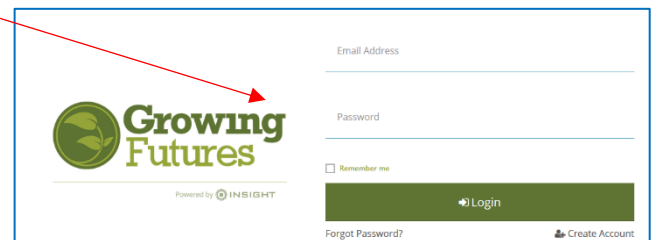
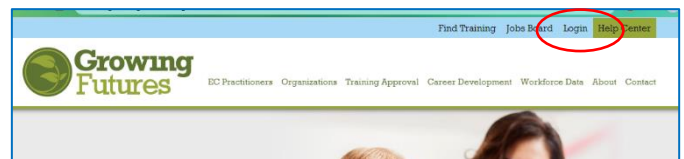


How to Register Staff for Training

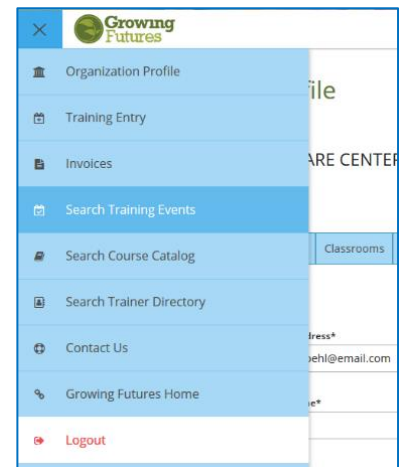
It's easy to register several staff people at one time for a training event if the event sponsor is using the Growing Futures on-line registration feature. At this time, only two training sponsors in the state make use of the registration feature: Child Care Aware® ND and Bright & Early ND. If you wish to register for a training sponsored by another organization, follow the instructions included in the training information on the Growing Futures Training Calendar.

NOTE: The Growing Futures Registry does not sponsor or provide any training. Rather, the Registry is the central clearinghouse so that you can find all approved training in one place via the Growing Futures Training Calendar. The on-line registration feature is simply a service that the Registry offers to training sponsors as a pass-through for taking registration and accepting credit card payments. **The Registry cannot view registration and does not collect registration fees. If you have questions about registration, you must contact the training sponsor directly for assistance.**

1. Log in to your individual account at Growing Futures www.ndgrowingfutures.org

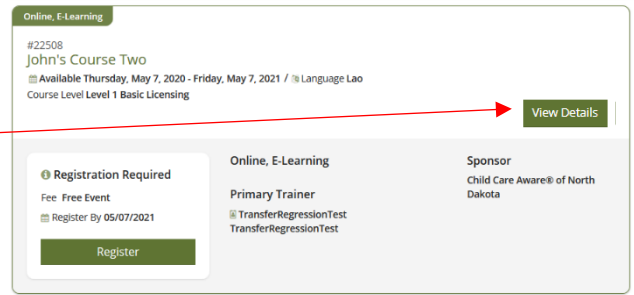


2. In the drop-down menu below your name at the top right of the screen, select the organization account.



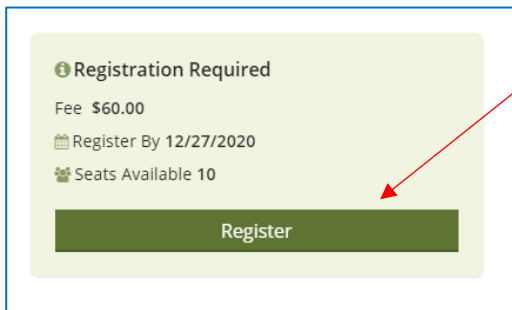
3. In the blue menu bar on the left of the screen, select "Search Training Events."

- Look through the Growing Futures Training Calendar to find all currently available approved training. Review the details of an event by clicking on “View Details.”

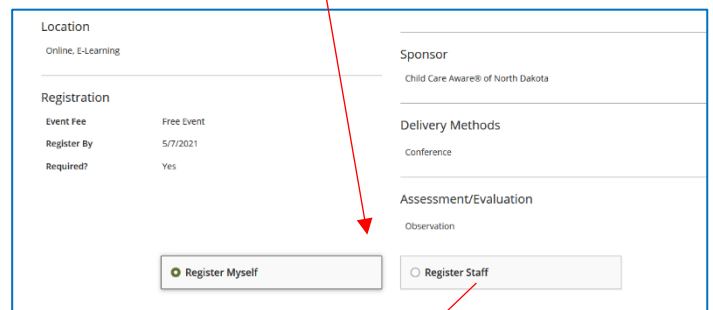


NOTE: Learn more about how to use the Training Calendar at the Growing Futures Help Center: <https://www.ndgrowingfutures.org/how-to-use-statewide-training-calendar>

- On the Event Details page, click the green “Register” button to begin the registration process.



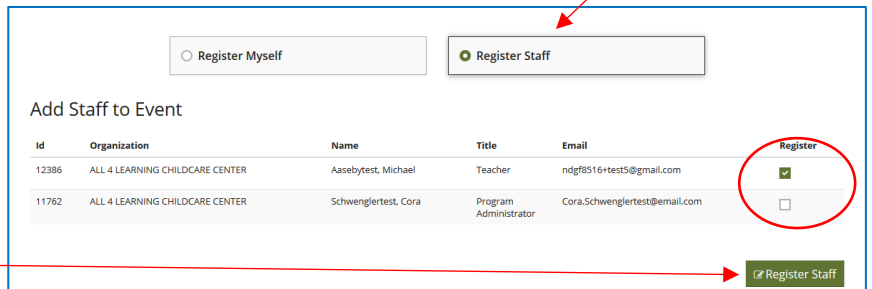
- The registration page will open. Choose between “Register Myself” and “Register Staff.”



- When you choose “Register Staff,” your list of verified employees will show.

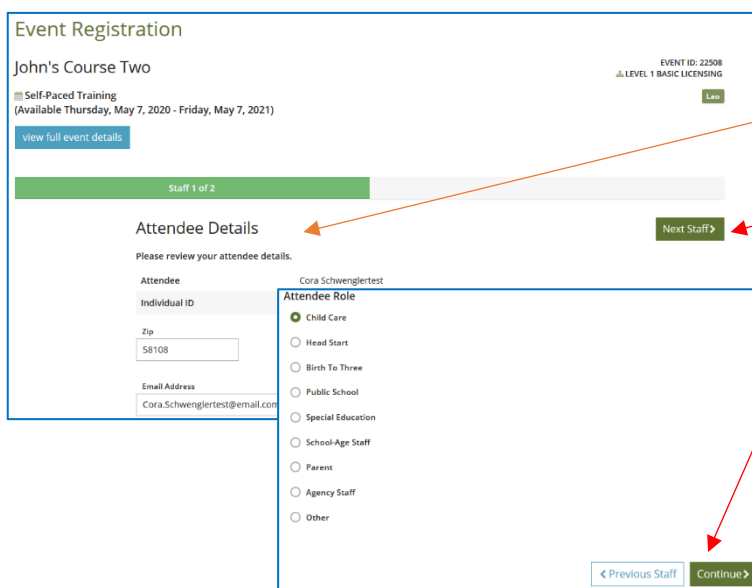
Check the box at the right of each person’s name to register them for the training event.

Once you have chosen everyone you want to register, click on the green “Register Staff” button.



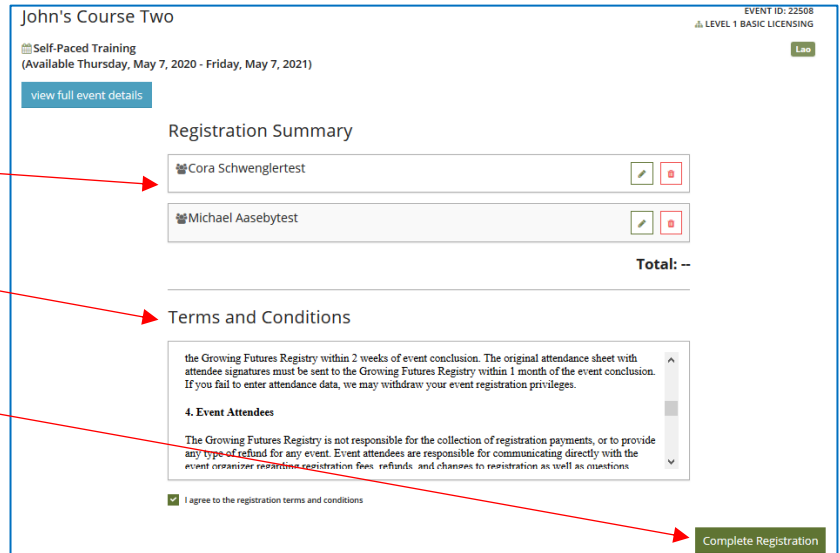
- Complete the information for each staff person.

To move to the next staff person, click “Next Staff” after adding the first staff person’s details. For every additional staff person after the first, click “Continue” to add the next person’s information.

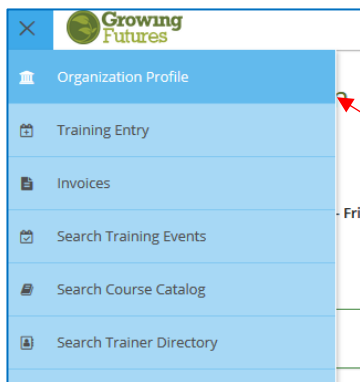
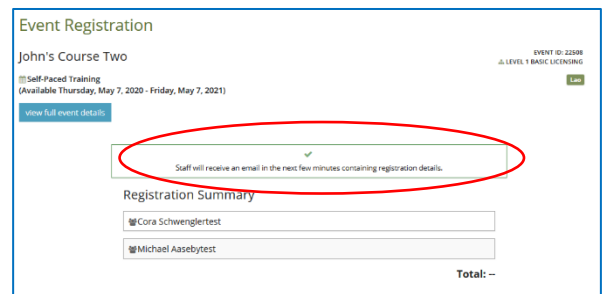


9. When everyone's information has been completed you will be on the Registration Summary page. You can edit or remove employees here.

Read and accept the registration "Terms and Conditions" and click on the green "Complete Registration" button.



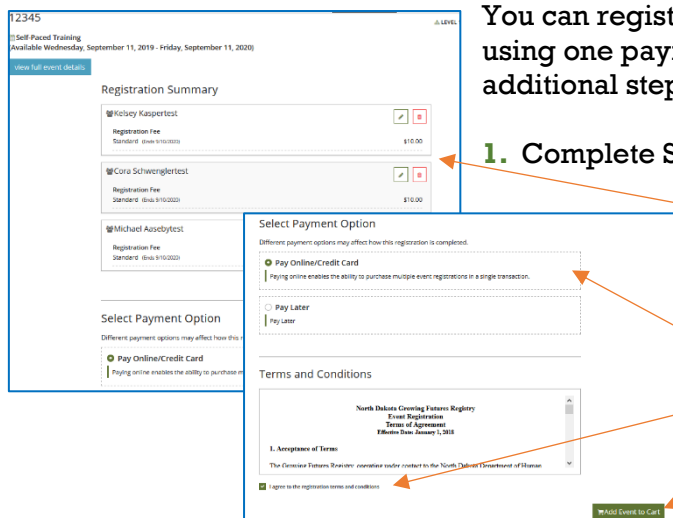
10. Every staff person you registered will receive an email immediately.



11. Once you've completed the registration process, you can return to your organization account using the blue menu bar on the left of the screen.

Registration with Payment

You can register and pay for a number of staff people at one time, using one payment. Follow the steps outlined above, with these additional steps.



1. Complete Steps 1-8 above.

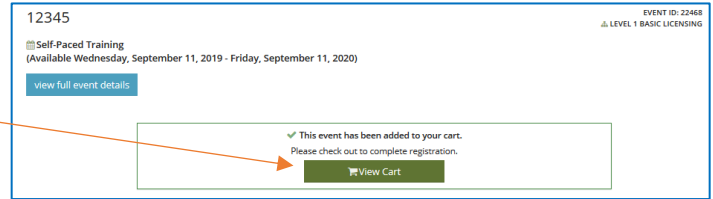
2. On Registration Summary, you'll see the list of all those who are registered. You can edit or remove staff registration here.

Select your payment option. Then agree to the Terms and Conditions.

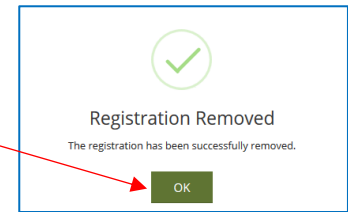
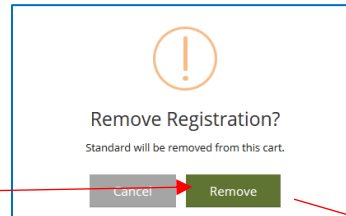
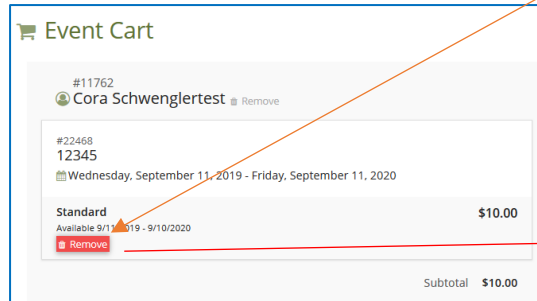
Click "Add Event to Cart."

3. On the next screen, click the green “View Cart” button.

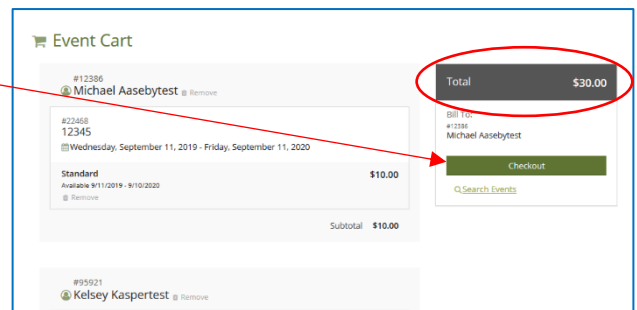
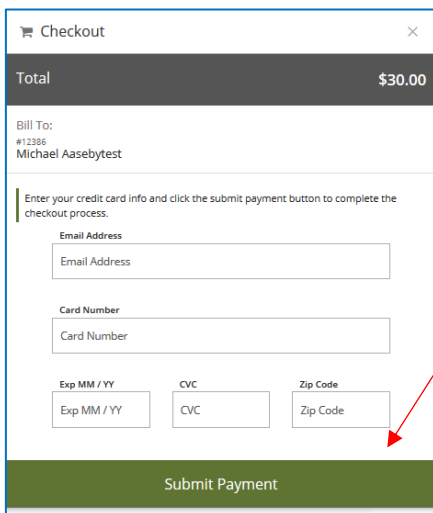
You can also click on “My Cart” at the top right of the screen



NOTE: Once again, you have the option to remove a staff person from the list. This is your final chance to make sure your registration list is accurate.



4. The fee total will display. Click on “Checkout” to complete the payment process.



5. Enter the credit card information and click “Submit payment.”

NOTE: You may receive an invoice for your payment.

You will also receive an email from the Growing Futures Registry which provides the details of the training event you registered for. Again, don't be confused. Your registration went to the correct training organization. However, you will get an email from the Registry because you used the Growing Futures Registry on-line registration service to complete the registration process. The email will include the contact information for the training organization.

Contact the training organization with any questions related to your registration, payment, or the training event itself. Registry staff will not be able to answer questions for you.