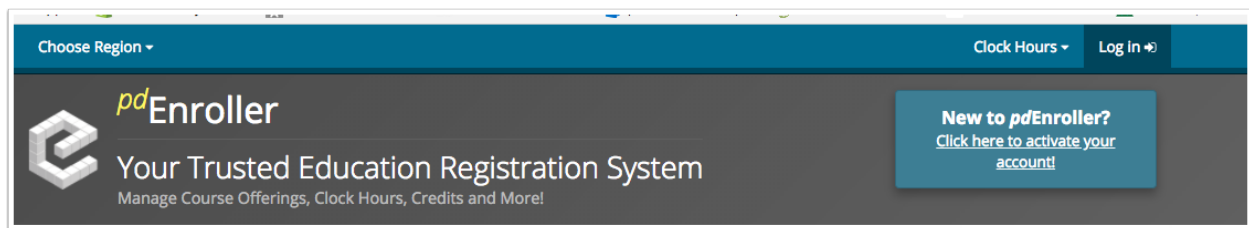


Enrolling Multiple Participants in a Class

Log in to pdEnroller

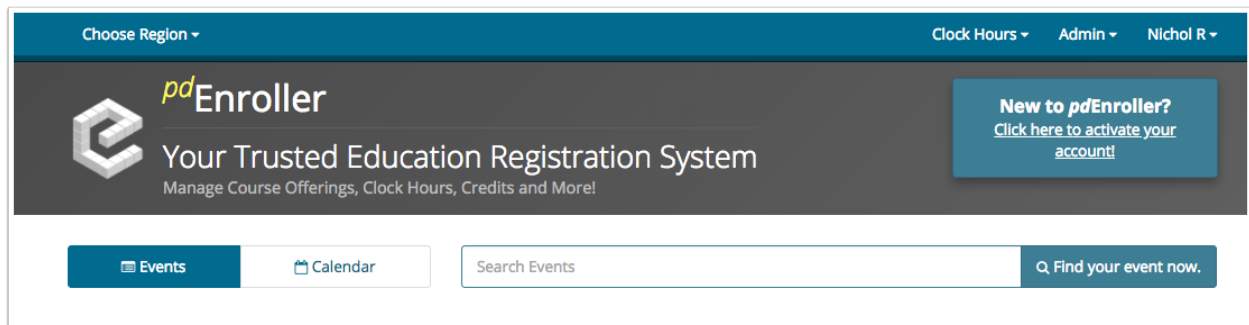
pdEnroller

Go to <http://pdenroller.org> and click the Log In button at the top of the page. Enter your email address and password, then "Log into pdEnroller."



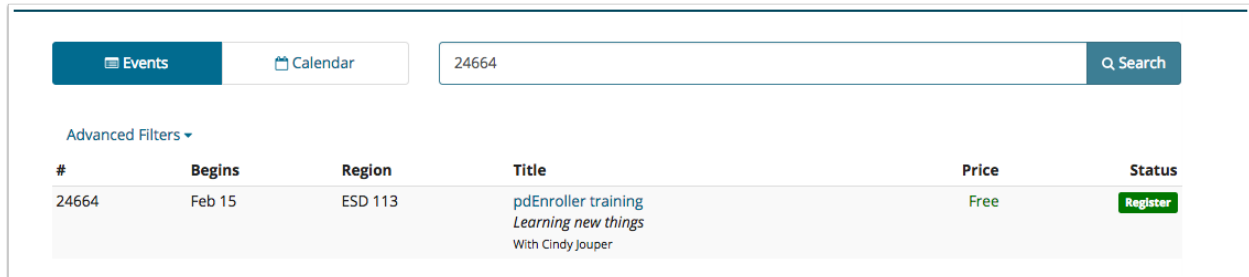
pdEnroller

Enter the event number or title in the "Search Events" area, then click the "Find your event now" button.



Register

Either click the title of the event or the green "Register" button.

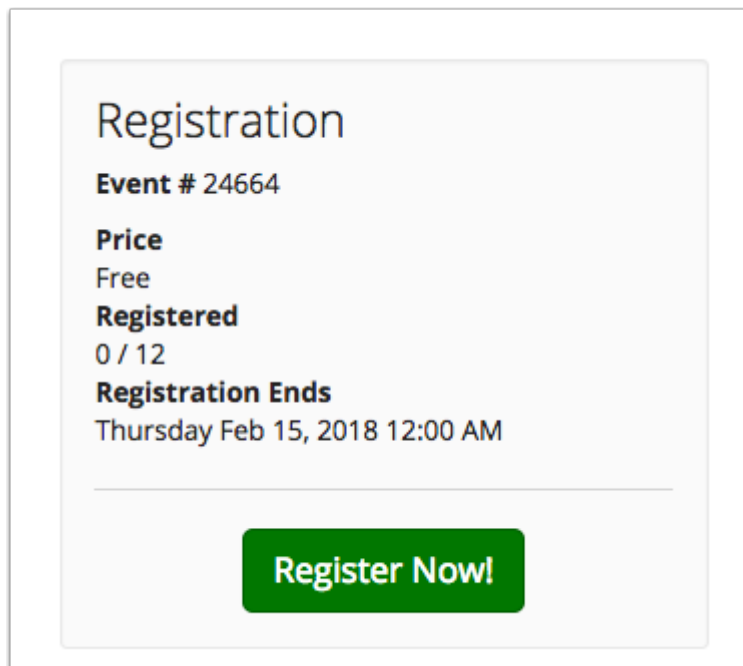


The screenshot shows a search interface with a navigation bar containing 'Events' and 'Calendar' buttons, a search input field with '24664', and a 'Search' button. Below the navigation bar is an 'Advanced Filters' dropdown. The main content is a table with the following data:

#	Begins	Region	Title	Price	Status
24664	Feb 15	ESD 113	pdEnroller training <i>Learning new things</i> With Cindy Joupper	Free	Register

Register Now

Click the green "Register Now!" button.



The registration card displays the following information:

- Registration**
- Event #** 24664
- Price**
Free
- Registered**
0 / 12
- Registration Ends**
Thursday Feb 15, 2018 12:00 AM

At the bottom of the card is a prominent green button labeled "Register Now!"

Registration

You will see yourself listed on the registration list. If you are not planning to attend, you can click the red "**x Remove**" link to take yourself off the list. Click the green "**+ Add Person**" button to add a registration.

Register for Event

pdEnroller training
Event #24664 Cindy Jouper
0 / 12 Registered

Dates
Thursday February 15 2018 12:00 AM 5:00 PM See monitor in lobby.

Attendees [+ Add Person](#)

Nichol R	Lindsay	nichollindsay@yahoo.com	Free	x Remove
----------	---------	-------------------------	------	--------------------------

Click 'Add Person' to include additional people on this registration. *You are responsible for payment for all people you register.*

[< Catalog](#) [< Event](#) [Next Step >](#)

Register for Event

You can search for the person by email or name. You will see a list of people who match your search criteria. Click on the one that matches your registrant. If the person is not found in the database, a new profile will need to be created before you can enroll them. Once you have enrolled everyone, click the Next Step button. If there is a fee for the class, you will be taken to a screen to enter Purchase Order or Credit Card number. Click Next step.



Add Person to Event ×

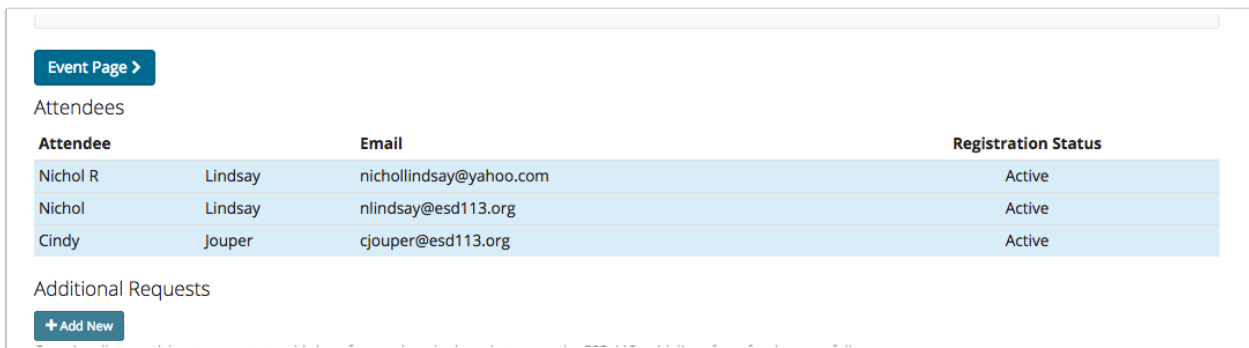
Search by email or name.

Search... 🔍

Cancel

Confirmation

You will be taken to a confirmation page, which you can print out as your confirmation. You will also receive an email confirmation. If you have any trouble with registrations, contact the person listed as "Registrar" for the class.



[Event Page >](#)

Attendees

Attendee	Email	Registration Status
Nichol R	Lindsay nichollindsay@yahoo.com	Active
Nichol	Lindsay nlindsay@esd113.org	Active
Cindy	Jouper cjouper@esd113.org	Active

Additional Requests

[+ Add New](#)