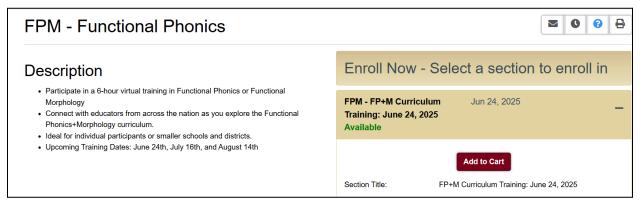
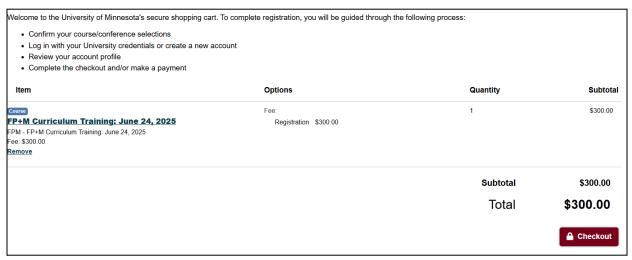
Instructions

Individual Registration - Registering yourself for the course

- 1. Go to registration page
- 2. Select "Add to Cart" after respective course



3. Select "Checkout"



4. Select "Individual Checkout" - IF YOU NEED TO ENROLL MULTIPLE PARTICIPANTS,

DO NOT CHOOSE THIS OPTION. SELECT FAMILY OR ORGANIZATION CHECKOUT

AND FOLLOW THE INSTRUCIONTS HERE

Family or Organization Checkout Option Available

Your cart contains items that are eligible for Family or Organization checkout. As a group contact, you can enroll multiple Family or Organization group members in your selections in a single transaction.

Items eligible for family or organization checkout:

• FPM - FP+M Curriculum Training: June 24, 2025 Functional Phonics

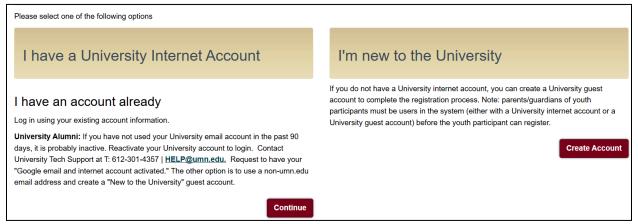
Choose Individual Checkout to keep all of the above items in your cart and enroll yourself.

Choose Family or Organization Checkout to enroll one or more family or organization members. The ineligible items will be removed from your cart if you choose this option.

Individual Checkout

Family or Organization Checkout

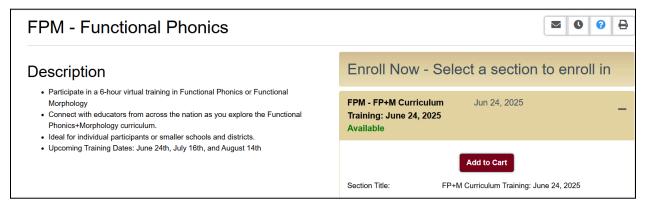
5. If you already have an existing account, select "continue" and login with your existing credentials. If you do not have an account, select "Create Account".



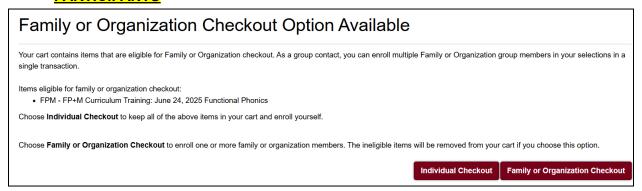
- 6. Insert credit card information and answer questionnaire(s).
- 7. Select "Continue Checkout"
- 8. You will receive an email confirmation that you have successfully registered for the course.

Group Registration - Registering more than one individual for the course

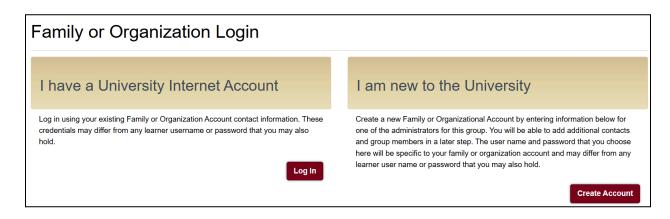
- 1. Go to registration page
- 2. Select "Add to Cart" after respective course



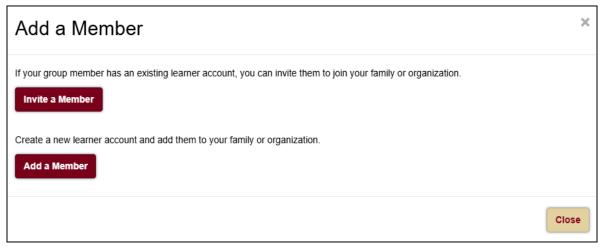
3. Select "Family or Organization Checkout" - DO NOT SELECT INDIVIDUAL CHECKOUT OR YOU WILL NOT BE ABLE TO REGISTER MULTIPLE PARTICIPANTS



4. Select "Log in" if you already have an existing family/organization account or "Create Account" if you need to create a new account

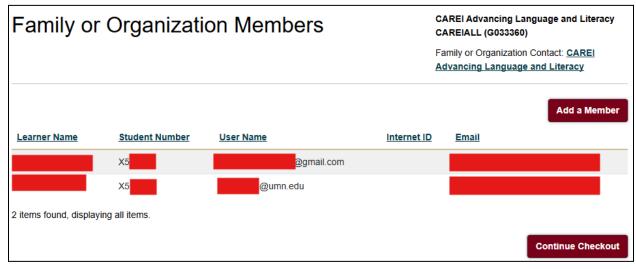


- 9. Complete the prompts to Create Your Family/Organization Account
- 10. Click on Add a Member
 - a. Click Add Member You will need the following information for each participant: First Name, Last Name, Email Address, Phone, Address

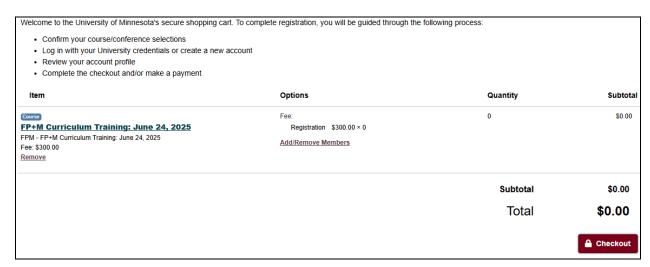


*If you receive a message that an account already exists for that user, let phonics@umn.edu know and they can add the member to the account. They will need the following information: First Name, Last Name, Email Address, Phone, Address

11. Once all members have been added to the group, select "Continue Checkout"



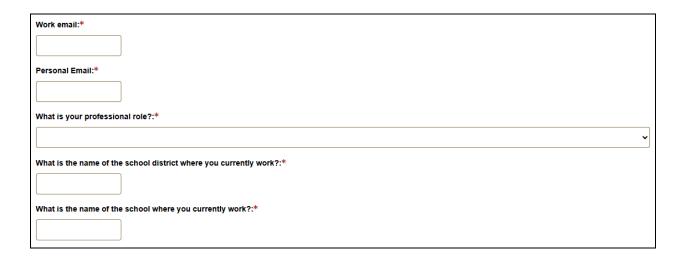
12. Click "Add/Remove Member



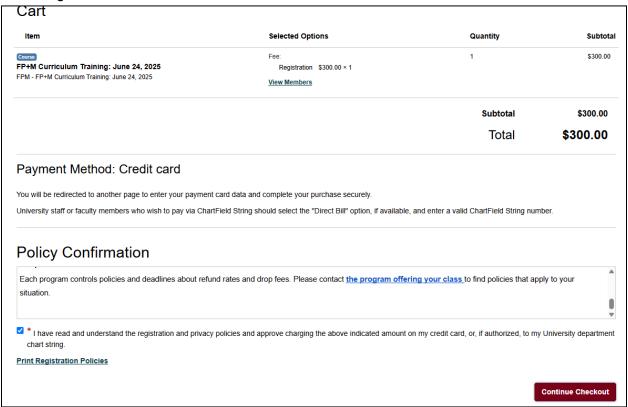
13. Select names of members they want to enroll then "Enroll members"



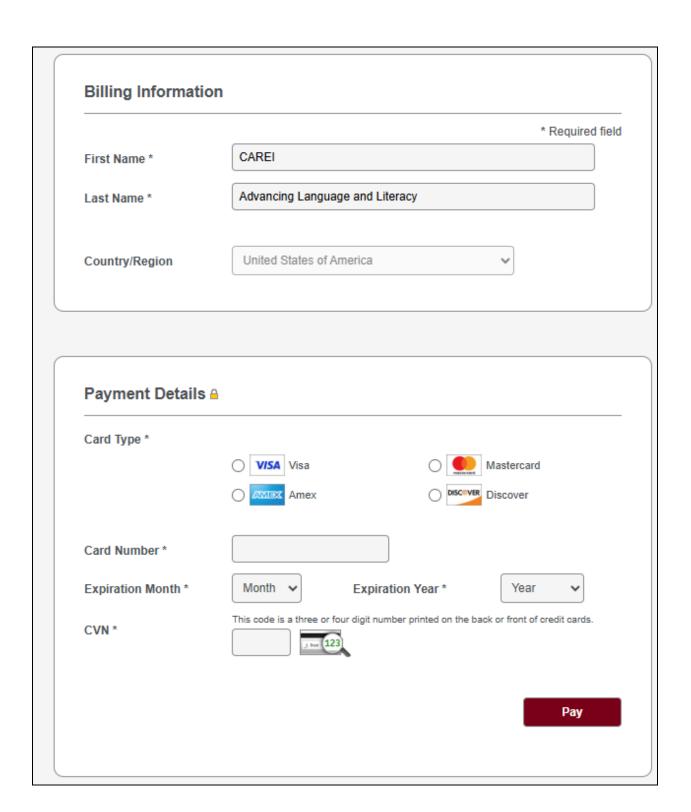
- 14. Select "Checkout"
- 15. Enter the following information for each participant and select "Continue Checkout"
 - a. Work Email
 - b. Person Email
 - c. Professional Role (Options: Kindergarten Teacher, 1st Grade Teacher, 2nd Grade Teacher, 3rd Grade Teacher, 4th Grade Teacher, 5th Grade Teacher, 6th Grade Teacher, ELL, TOSA, Intervention, SPED, Literacy Coach, Principal, Administration, Other - please specify if other)
 - d. School District
 - e. School



16. Agree to terms and select "Continue Checkout"



17. Enter Credit Card Information and select "Pay"



18. You will receive an email confirmation of your registration