

Multiple Registration Discounts

To receive your \$200 discount for the legal conference, please follow these steps:

- Click the Group Registration button and then click on the registrant type. In the drop down, choose attendee
- Click registrant name and choose a name from the drop down
 - If the person is not listed, click the plus sign and enter the required information then click the SAVE button
- In the events fee section, click the check box next to the program and add any ADA or special dietary needs for that person
- If the registrant is bringing a guest/spouse, click the Add Guest button and complete the required information. In the event fee section, click the check box for the program, and add any ADA or special dietary needs for that person
- After you have entered the last person, click the Add to Group button. The people you have registered and the discount prices will appear
- Click the Add to Cart button to complete and then click Check Out to complete the billing and payment information. You will receive a confirmation email once completed