



Our events registration process has changed!
Here's what you need to know.

1

EXPLORE ALL YOUR OPTIONS at purdueforlife.org/fallevents.

Here you'll find all Purdue for Life fall signature events listed chronologically—or, in the menu at the left of the webpage, you can choose to view events by type/audience, including President's Council events.

2

IDENTIFY AN EVENT

you want to

attend by clicking on the **REGISTER** button for that event. You'll be taken to the registration form for the event.



// To view all October 1 President's Council Back to Class sessions, click on the **BACK TO CLASS SESSIONS** button, which takes you to a webpage offering class descriptions. From that webpage, you can click the **REGISTER FOR IN-PERSON CLASSES** button (see "Back to Class In Person: How to Register" at the end of this document) or click the link "**Register here for virtual sessions**." You'll be taken to the appropriate registration form for Back to Class.

// For John Purdue Club and Varsity P in-person events, contact the John Purdue Club at jpc@purdue.edu or **765-494-2582**, or contact your Boilermaker Athletics Representative.

3

ONCE YOU'VE COMPLETED THE FIRST PAGE of the event's

registration form, click **NEXT** at the bottom of the page.

You will be directed to the checkout page, where you can either (1) click **CONTINUE BROWSING** if you would like to search and register for additional events or (2) click **CHECKOUT** to process your registration for that event.

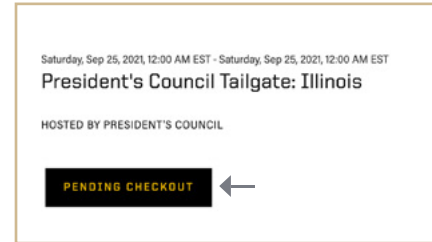
Register

*FIRST NAME	*LAST NAME	*EMAIL	PREFERRED NAME FOR NAMEBADGE *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOMMODATIONS:	DIETARY RESTRICTIONS *	NOTES	
Select an Option	Select an Option	<input type="text"/>	

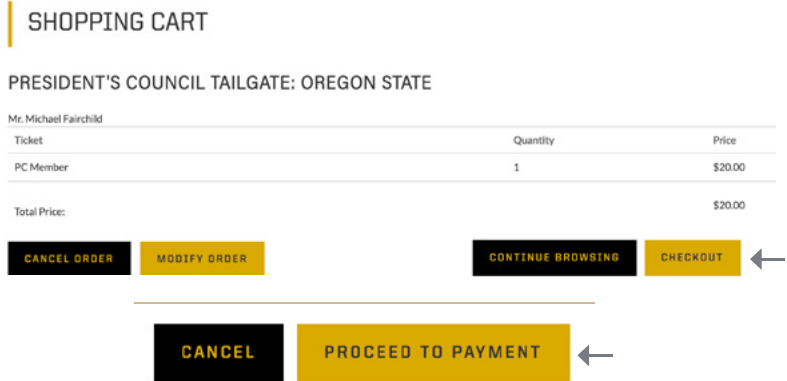
// If you select **CONTINUE BROWSING**, your event registration will be added to your shopping cart, and you will be taken back to the Events page, where you can select Fall Signature Events from the category drop-down menu to search and register for additional events.



4 **WHEN YOU HAVE COMPLETED THE REGISTRATION FORMS** for all events you want to attend, complete your registration(s) and pay any fees by clicking either (1) **CHECKOUT** or (2) **PENDING CHECKOUT**, which appears on the Events page under any event that you have signed up for.



5 **CLICKING PENDING CHECKOUT** sends you to the checkout page, which will list all events you have registered for but not yet completed checkout for. Click the **CHECKOUT** button at the bottom of the page. Then click **PROCEED TO PAYMENT**.



6 **AFTER COMPLETING CHECKOUT**, you will receive a confirmation email for each of the events you have registered for. If you do not receive a confirmation email, check your spam folder—sometimes confirmation emails end up there!

**THANK YOU,
AND WE LOOK FORWARD TO SEEING YOU THIS FALL!**



ENTER TOTAL NUMBER OF GUESTS ATTENDING BREAKFAST.

// If none, leave quantity at 0.

Breakfast	Free	0	-	+
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SKIP FIELDS MARKED "SESSION 1", "SESSION 2", AND "SESSION 3"

// Quantity should equal '0'

SESSION 1	ONLY SELECT ONE CLASS PER REGISTRANT-----DO NOT ADD QUANTITY TO THIS FIELD -----	Free	0	-	+
SESSION 2	ONLY SELECT ONE CLASS PER REGISTRANT-----DO NOT ADD QUANTITY TO THIS FIELD -----	Free	0	-	+
SESSION 3	ONLY SELECT ONE CLASS PER REGISTRANT-----DO NOT ADD QUANTITY TO THIS FIELD -----	Free	0	-	+



SESSION 1 (8:45 AM-9:30 AM): CLASS CHOICE

// Choose the session(s) you, and your guest, wish to attend by clicking on the (+) icon to increase the quantity field to the number of guest(s) wanting to attend the session(s).

Note: Total quantity, per session, cannot exceed 2.

EX 1: MAIN REGISTRANT and GUEST choosing *different* classes for Session 1

SESSION 1	ONLY SELECT ONE CLASS PER REGISTRANT-----DO NOT ADD QUANTITY TO THIS FIELD -----	Free	0	-	↓
Class 1: 8:45 a.m. - 9:30 a.m.	Designing Materials for Next-Generation Telehealth Devices	Free	1	-	↓
Class 3: 8:45 a.m. - 9:30 a.m.	Becoming an Online Educator, Student, or Parent	Free	1	-	+

EX 2: MAIN REGISTRANT and GUEST choosing the *same* class for Session 1

SESSION 1	ONLY SELECT ONE CLASS PER REGISTRANT-----DO NOT ADD QUANTITY TO THIS FIELD -----	Free	0	-	↓
Class 1: 8:45 a.m. - 9:30 a.m.	Designing Materials for Next-Generation Telehealth Devices	Free	2	-	+

4

REPEAT STEP 3

// Select class choices for Sessions 2 and 3.

5

REGISTRANT INFORMATION

// All fields marked with a red asterisk (*) are required.



The screenshot shows a registration form titled "Registrant". It contains several input fields and dropdown menus. The fields are: FIRST NAME (*), LAST NAME (*), EMAIL (*), and PREFERRED NAME FOR NAMEBADGE (*). Below these are four rows of dropdown menus: ACCOMMODATIONS, DIETARY RESTRICTIONS (*), NOTES, and PLEASE CONFIRM YOUR SESSION 1 CLASS CHOICE (*). The next row contains PLEASE CONFIRM YOUR SESSION 2 CLASS CHOICE (*), PLEASE CONFIRM YOUR SESSION 3 CLASS CHOICE (*), and a question: ARE YOU REGISTERING A GUEST TO ATTEND ANY OF THE SESSIONS? IF SO, YOU ARE REQUIRED TO REGISTER THEM BY CLICKING ADD GUEST* AT THE BOTTOM OF THIS PAGE.*. The final dropdown menu is for the guest question. Arrows point to the first, second, and third dropdown menus in the first row, and to the first, second, and third dropdown menus in the second row.

// Please confirm **Session 1, 2, and 3 class choices**. For each class the **MAIN** registrant has chosen, per session, use the drop-down menu to select and confirm the classes you want to attend.

Note: Your answer should match the classes you chose above for each session time.

// If you have selected classes above for your guests, please click on the **ADD GUEST** button.

// If no guest, click **NEXT** to continue the registration process.

ADD GUEST

NEXT

6

GUEST INFORMATION

// All fields marked with a red asterisk (*) are required.



The screenshot shows a registration form titled "Registrant" for a guest. It contains several input fields and dropdown menus. The fields are: FIRST NAME (*), LAST NAME (*), EMAIL (*), and PREFERRED NAME FOR NAMEBADGE (*). Below these are four rows of dropdown menus: ACCOMMODATIONS, DIETARY RESTRICTIONS (*), NOTES, and PLEASE CONFIRM YOUR SESSION 1 CLASS CHOICE (*). The next row contains PLEASE CONFIRM YOUR SESSION 2 CLASS CHOICE (*), PLEASE CONFIRM YOUR SESSION 3 CLASS CHOICE (*), and a question: ARE YOU REGISTERING A GUEST TO ATTEND ANY OF THE SESSIONS? IF SO, YOU ARE REQUIRED TO REGISTER THEM BY CLICKING ADD GUEST* AT THE BOTTOM OF THIS PAGE.*. The final dropdown menu is for the guest question. Arrows point to the first, second, and third dropdown menus in the first row, and to the first, second, and third dropdown menus in the second row.

// Please confirm **Session 1, 2, and 3 class choices for your guest**. For each class the GUEST registrant has chosen per session, use the drop-down menu to select and confirm the classes he/she wants to attend.

Note: Your answer should match the classes you chose above for each session time.

// Click **NEXT** to continue the registration process.

NEXT