## How to Register for Mandatory Board Member Training





#### 5 Click the event you want to register your board members **Q** UPCOMING EVENTS -Mandatory Education for New Board Members - 02.29.24 💻 Feb 29 5:30 PM - 10:30 PM EST Mandatory Education for New Board Members - 03.30.24 Mar 30 8:30 AM - 1:30 PM EDT Mandatory Education for New Board Members - 04.21.24 🗖 Apr 21 9:30 AM - 2:30 PM EDT View Dact Events

#### 6 Click "Register Now"



# 7 Click "+" if you want to add multiple attendees to this event

	About	Membership	Events	Purchases	FAQ / Support	Resources
ration						
embers -2024		- 1	+	\$160.00		
S		Quan	tity	Price		
ard Member Bundle (MLU to Planning and Zoning	JL	- 0	Ţ	\$48.00		

Click "+" if you would like to order book bundles.

1embers -2024	- 2 +	\$160.00	
ns	Quantity	Price	
Poard Member Bundle (MLUL le to Planning and Zoning s) v Product	- 0 +	\$48.00	
	Subtotal	\$320.00	

9	Click "Continue"			
	- 1 +	\$48.00		
	Subtotal	\$208.00		
			Continue →	
luntee	ering?	Join ou	ur Email List	Need help? Live agent he

8

#### **10** Enter Attendee Name

Email: ATTENDEE e-mail address

Municipality: Please enter as Town Name and then Type i.e. "Orange Township" CORRECT "Township of Orange " INCORRECT

#### Non-Members -2024

۲	Allow Internation
-	۰

11	Click the "Phone" field.		
		i.e. "Orange Township" CORRECT	"Township of Orange " INCO
		Non-Members -2024	
		Attendee Name *	
		Jason Kasler	
		Phone * (###)###-#### x####	۲
		Municipality *	
		Email *	
		Jkasler@njpo.org	
		Confirm Email Address *	
		1	

- **12** Enter your attendees phone number if available. Otherwise your phone number.
- **13** Enter your municipality in the form of Town Name then Type. ie. Harrington Park Borough, NOT Borough of Harrington Park

Phone * (123)456-7890 Municipality * Email * Jkasler@njpo.org Confirm Email Address *	Phone * (123)456-7890 Municipality *	
(123)456-7890 Municipality * Email * Jkasler@njpo.org Confirm Email Address *	(123)456-7890 Municipality *	
Municipality * Email * Jkasler@njpo.org Confirm Email Address *	Municipality *	
Jkasler@njpo.org Confirm Email Address *	Email *	 
Confirm Email Address *	Jkasler@njpo.org	
	Confirm Email Address *	

### Type in the ATTENDEEs email and Confirm

Phone *
(123)456-7890
Municipality *
Springfield
Email *
Jkasler@njpo.org
Confirm Email Address *
If you'd like to update these values on your member profile, please visi Compass.

15 Click "Contin	ue"	
har arafila place visit vevs 1	fember	
ber profile, please visit your i	nember	
	Continue →	
nteering?	Join our Email List	Need help? Live agent here.

## You can pay with an ACH charge

Payment		
Invoice	Credit/Debit	ACH
NAME ON CARD		
VISA MARCO DISCO	ER	

## You can pay with a credit card

teone? Add them now.	Payment
\$160.00	Invoice
ing and \$48.00	NAME ON ACCOUNT *
>	ROUTING NUMBER *
	ACCOUNT NUMBER *

**18** You can pay by invoice. An invoice will be sent to you and then you can send a purchase order back to NJPO.

ry	Forget someone? Add them now.	Payment
	\$160.00	Invoice Credit/Debit
1LUL & C	Suide to Planning and \$48.00	NAME ON CARD
:	>	CREDIT CARD NUMBER

**19** Click the "I/We agree to the Cancellation Policy." field.

			1 0,			
ng		\$160.00		Invoice	Credit/Debit	S= ACH
undle (MLUL & Guide to Pl	anning a	and \$48.00	BILL	TO: Jason Kasler VE AGREE TO T	THE CANCELLATION POLI	ICY.
no Code:		>	¢۱.		Complete Registration	n
Subt	otal	\$208.00				
	Tax	\$0.00				