



## "HOW TO" on WeMAR.org

### How to register for classes or events

1. Once you have logged into [www.WeMAR.org](http://www.WeMAR.org), click on the date of the class or event you wish to register.
2. A list of classes/events scheduled for that day will appear. Click on the name of the class/event. More information and a map to the location will appear.
3. Toward the top of the class information, there will be a link to "register for this event"; click on it.
4. The registration page will appear with your information filled in. If there is a red asterisk next to the field name, the information is required.
5. Click on your appropriate "registration" type. Complete any additional information the registration page is asking for.
6. Please read and agree to the registration terms by clicking in the box next to "\* I have read and agree to the terms stated above" at the bottom of the page. Then click on the green "Continue" button to proceed.

### Next Page

7. You will now see your information listed as the "Main Attendee". If you are not bringing a guest, click on the green "Continue Registration" button to left under your information.
  - a. If you are bringing a guest, enter their information as required.
8. You may either click on the green "Add another attendee" button if you would like to register for another guest or click on the green "Continue Registration" button to continue processing your registration.
9. A new and similar page will appear confirming you and your guests that are registered. You still have the opportunity to add another guest. Now click on the green "Continue Registration" button.
10. A box will appear asking if you are sure you want to continue. Click "Yes"
11. If the class/event is complimentary and we are holding a credit card for no show/no cancellation, you will see a new page titled "Registration Successful" with the class/event information. You will also receive a confirmation email from [no-reply@wemar.org](mailto:no-reply@wemar.org).
12. If the class/event requires a credit card, the next page will ask you for your billing information and address. Please complete as required.
  - a. You may save your billing information for future class/event payments. Saving your information will allow auto-fill for these fields when you register for future classes/events.
13. Now click on the green "Continue" button. This will bring you to a new page titled "Registration Successful" with the class/event information. You will also receive a confirmation email from [no-reply@wemar.org](mailto:no-reply@wemar.org).

You are now registered. You will also find a list of the classes/events you are registered for when you click on the "Event Registration History" link in the "Member Tools" menu to the left. Once the class/event is over, it will disappear from your list. This was you can see if you are registered before attempting to do so again.

## Registration FAQ

**Q: My information does not auto-populate when I begin the registration process. How do I get it to do so?**

**A:** If your information does not appear in the fields when you click to register, please click on the "Contact Us" link in the top left corner of the website above the WeMAR logo. Fill out the information and let us know in the comment field. You may also call our office at 623.931.9294.

**Q: I am trying to register for a class/event but there is not a registration link. How do I register?**

**A:** If there is not a registration link then registration is not being taken on our website. There will be a link to register within the details of the class/event. There may also be a link to print and fax the registration form.

**Q: I am registering for a CE class that is complimentary. Why do I have to give my credit card information?**

**A:** We ask for the credit card whether you are faxing your registration or registering online for accountability purposes. Your reservation and commitment of giving us your credit card number to charge you \$25 if you do not cancel or show for a class lets us know you are serious about attending the class.

Many times someone will register for a class and then not show up. We prepared for this person to attend. Preparation for a no show is not the best use of our resources. There have also been times when we had to turn someone away because the class is full. If we are aware of a cancellation, we can invite another to attend.