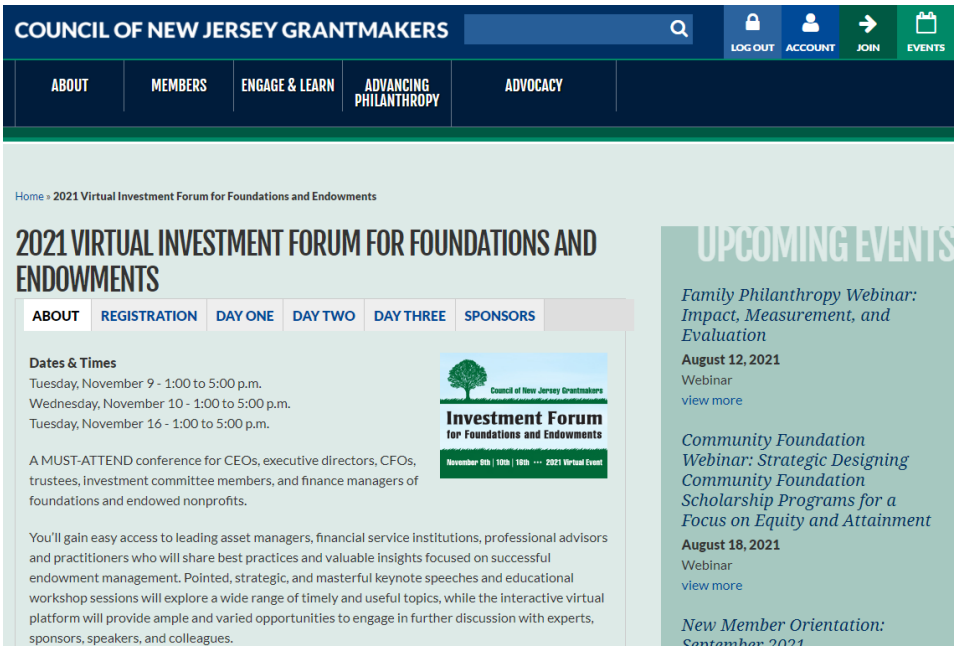
CNJG Website Tutorial – Part 4:
Registering for a Program

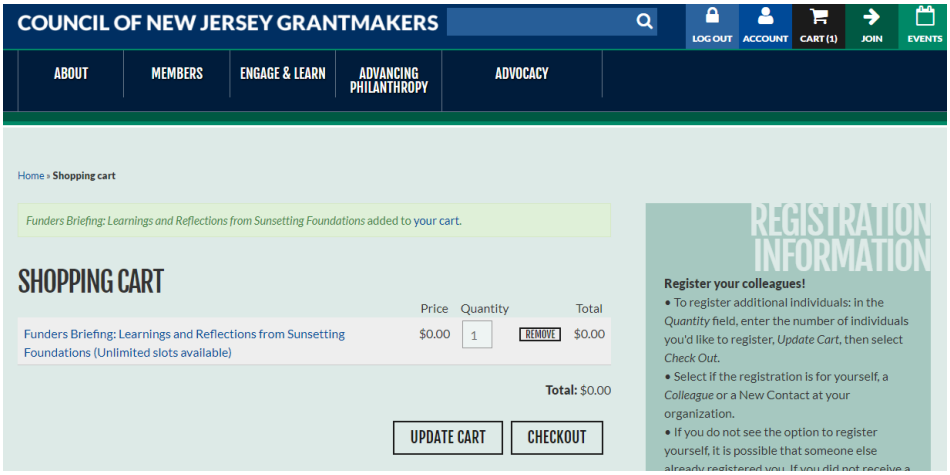
Login to the website. If you don't see ACCOUNT in the upper right corner, click LOG IN. Otherwise, you will be registering as a nonmember and may incur a nonmember fee, or you may be blocked from the event.

Go to http://www.cnjg.org/events or click on the Events button EVENTS located in the upper right corner. You can filter the events by THIS WEEK THIS MONTH or by Topic, Audience or Funding Area to find the event (they are sorted by ascending date). Once you have found the program you want to attend, click on the name of the program to see details and any related material for the program:



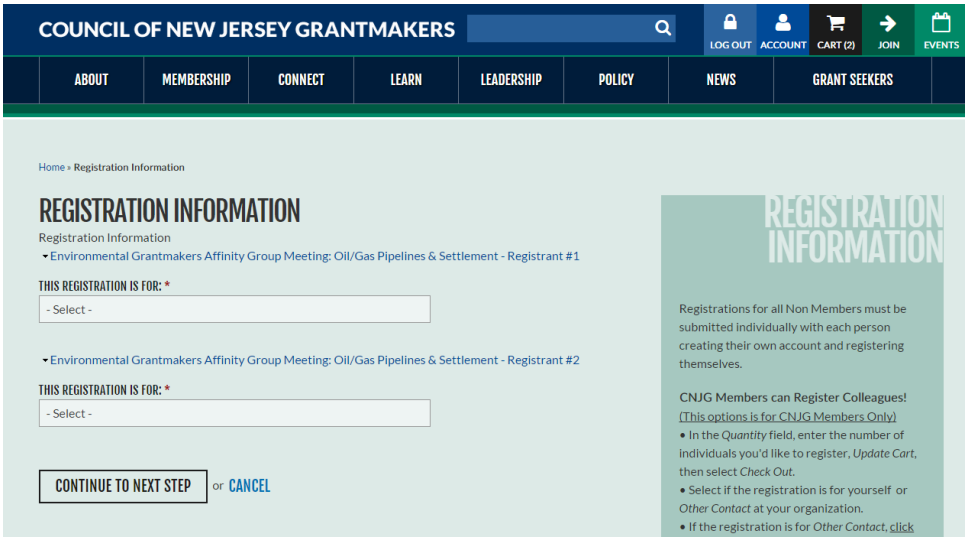
To register for this program, click on REGISTER NOW

Your shopping cart will populate with this program. Notice you now have a cart icon CART (1) **in the upper right corner of the website:**

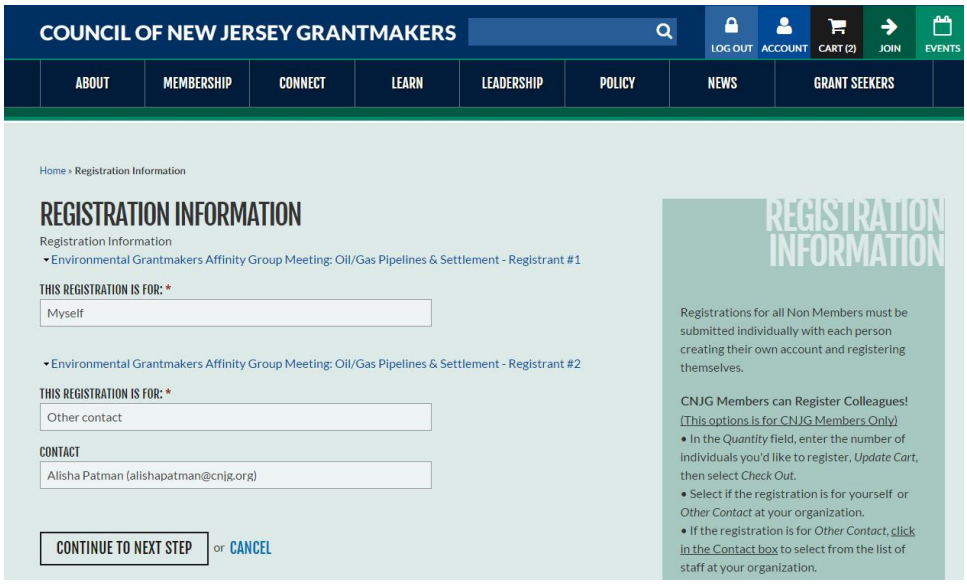


You can go back to EVENTS to choose another program to add to your cart, or click CHECKOUT to complete the registration for this program.

As a member, you can register your colleagues. To do so, change the quantity to however many colleagues from your organization for whom you are registering, and click CHECKOUT.

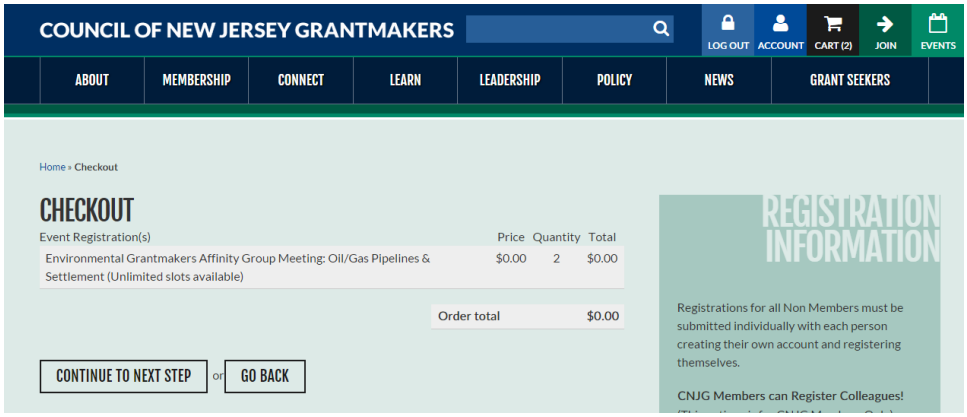


Click in each box to register either "Myself" or "Other contact" and select the contact's name. *Please note: a person needs to be in CNJG's database in order to show on this list of contacts at your organization. Contact CNJG staff to add a person (name and email, at least) to our database. Allow at least 30 minutes for the database to sync with the website before progressing.*

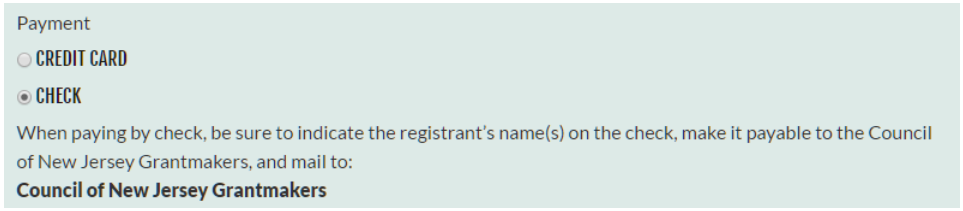


Please note: All current contacts that CNJG has in its database are listed here, even if a contact has opted out of the member directory, are available here for you to select to register for a program.

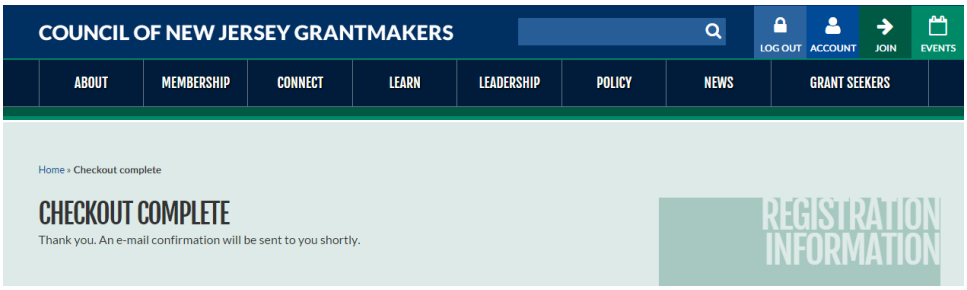
Click "Continue to Next Step" and your cart will update to the final stage of Checkout.



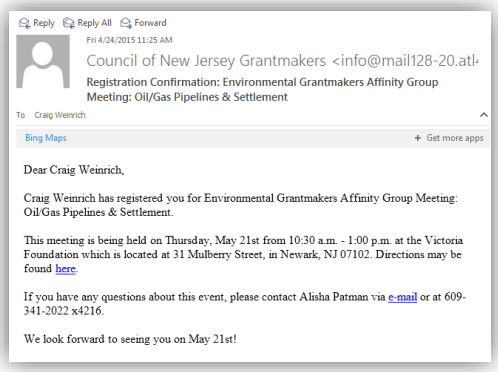
If this were a paid program, this is the step when you would confirm your billing address and complete your payment information. You have the option of paying by credit card, or by check. CNJG staff will send you an invoice to pay for the registration. Meal preferences, breakout sessions, or other specific information for the program will also be asked in this step.



Click on CONTINUE TO NEXT STEP **again to complete registration.**



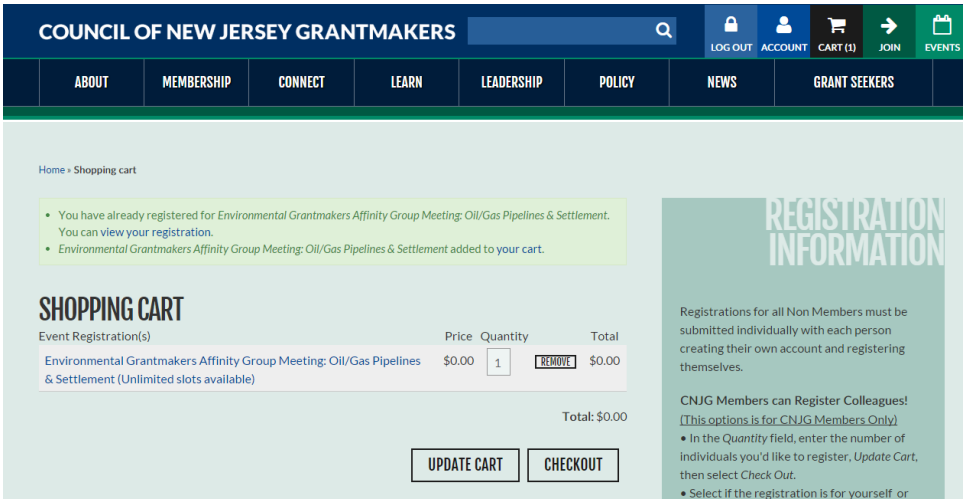
A confirmation email will be sent to you:



Some guidance on registration:

- **On the program page, you also have the ability to add the program to your calendar program (iCalendar, Outlook, Google or Yahoo), but note that adding to your calendar alone, does not register you for the program. CNJG will also send an email reminder to you a day before the program.**

- **If you attempt to register again for the same workshop, the site will notify you that you have already registered for the program:**



- **Registration instructions are also located on the right side of the screen to guide you through the process, or you can contact Anna D'Elia, CNJG's Manager of Programs and Learning Office Manager, at (609) 414-7110 x803 for assistance.**

Last updated: August 5, 2021