




## CNJG Website Tutorial – Part 4: Registering for a Program


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

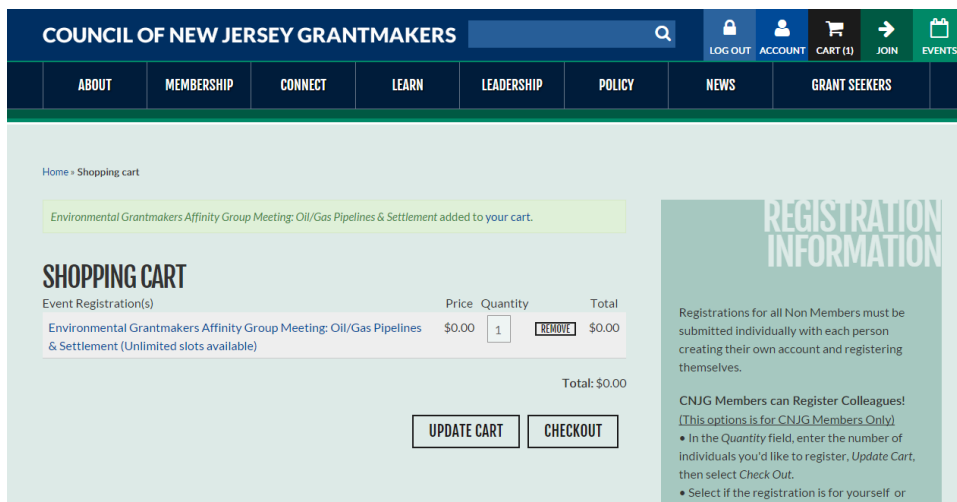
Go to <http://www.cnjg.org/events> or click on the Events button  located in the upper right corner. You can filter the events by [THIS WEEK](#) [THIS MONTH](#) or by Topic, Audience or Funding Area to find the event (they are sorted by ascending date). Once you have found the program you want to attend,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



The screenshot shows the website header with navigation links: ABOUT, MEMBERSHIP, CONNECT, LEARN, LEADERSHIP, POLICY, NEWS, and GRANT SEEKERS. The main content area features the event title and a detailed description. A sidebar on the right lists 'UPCOMING EVENTS' with titles like 'For Youth by Youth: Meeting with Your Peers...' and 'Newark Education Subcommittee: Discussion of Collaborative for High-Quality School Programs...'. The event details include the date (Thursday, May 21, 2015), time (10:30am to 1:00pm), location (Victoria Foundation, 31 Mulberry Street, Newark, NJ 07102), and a price of \$0.00. There are 'REGISTER NOW' and 'ADD TO CALENDAR' buttons. The audience is listed as 'ALL FUNDERS' and the funding area as 'ENVIRONMENTMENT'.

To register for this program, click on 

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



The screenshot shows the website header with the 'CART (1)' icon highlighted. The main content area displays the 'SHOPPING CART' with a table of items. The table has columns for 'Event Registration(s)', 'Price', 'Quantity', and 'Total'. One item is listed: 'Environmental Grantmakers Affinity Group Meeting: Oil/Gas Pipelines & Settlement (Unlimited slots available)' with a price of \$0.00, a quantity of 1, and a total of \$0.00. There are 'UPDATE CART' and 'CHECKOUT' buttons. A 'REGISTRATION INFORMATION' section on the right provides instructions for non-members and members.

Event Registration(s)	Price	Quantity	Total
Environmental Grantmakers Affinity Group Meeting: Oil/Gas Pipelines & Settlement (Unlimited slots available)	\$0.00	1	\$0.00

Total: \$0.00

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 (nonmembers must register individually). To do so, change the quantity to however many colleagues from your organization for whom you are registering, and click [CHECKOUT](#).

COUNCIL OF NEW JERSEY GRANTMAKERS

LOG OUT ACCOUNT CART (2) JOIN EVENTS

ABOUT MEMBERSHIP CONNECT LEARN LEADERSHIP POLICY NEWS GRANT SEEKERS

Home > Registration Information

### REGISTRATION INFORMATION

Registration Information

▼ Environmental Grantmakers Affinity Group Meeting: Oil/Gas Pipelines & Settlement - Registrant #1

THIS REGISTRATION IS FOR: \*

- Select -

▼ Environmental Grantmakers Affinity Group Meeting: Oil/Gas Pipelines & Settlement - Registrant #2

THIS REGISTRATION IS FOR: \*

- Select -

[CONTINUE TO NEXT STEP](#) or [CANCEL](#)

REGISTRATION INFORMATION

Registrations for all Non Members must be submitted individually with each person creating their own account and registering themselves.

CNJG Members can Register Colleagues! (This options is for CNJG Members Only)

- In the Quantity field, enter the number of individuals you'd like to register, Update Cart, then select Check Out.
- Select if the registration is for yourself or Other Contact at your organization.
- If the registration is for Other Contact, click

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.*

COUNCIL OF NEW JERSEY GRANTMAKERS

LOG OUT ACCOUNT CART (2) JOIN EVENTS

ABOUT MEMBERSHIP CONNECT LEARN LEADERSHIP POLICY NEWS GRANT SEEKERS

Home > Registration Information

### REGISTRATION INFORMATION

Registration Information

▼ Environmental Grantmakers Affinity Group Meeting: Oil/Gas Pipelines & Settlement - Registrant #1

THIS REGISTRATION IS FOR: \*

Myself

▼ Environmental Grantmakers Affinity Group Meeting: Oil/Gas Pipelines & Settlement - Registrant #2

THIS REGISTRATION IS FOR: \*

Other contact

CONTACT

Alisha Patman (alishapatman@cnjg.org)

[CONTINUE TO NEXT STEP](#) or [CANCEL](#)

REGISTRATION INFORMATION

Registrations for all Non Members must be submitted individually with each person creating their own account and registering themselves.

CNJG Members can Register Colleagues! (This options is for CNJG Members Only)

- In the Quantity field, enter the number of individuals you'd like to register, Update Cart, then select Check Out.
- Select if the registration is for yourself or Other Contact at your organization.
- If the registration is for Other Contact, click in the Contact box to select from the list of staff at your organization.

*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.

Home > Checkout

## CHECKOUT

Event Registration(s)	Price	Quantity	Total
Environmental Grantmakers Affinity Group Meeting: Oil/Gas Pipelines & Settlement (Unlimited slots available)	\$0.00	2	\$0.00

Order total \$0.00

[CONTINUE TO NEXT STEP](#) or [GO BACK](#)

### REGISTRATION INFORMATION

Registrations for all Non Members must be submitted individually with each person creating their own account and registering themselves.

CNJG Members can Register Colleagues!

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.

Payment

CREDIT CARD

CHECK

When paying by check, be sure to indicate the registrant's name(s) on the check, make it payable to the Council of New Jersey Grantmakers, and mail to:

**Council of New Jersey Grantmakers**  
**111 West State Street**  
**Trenton, NJ 08608**

[CONTINUE TO NEXT STEP](#) or [GO BACK](#)

Click on [CONTINUE TO NEXT STEP](#) again to complete registration.

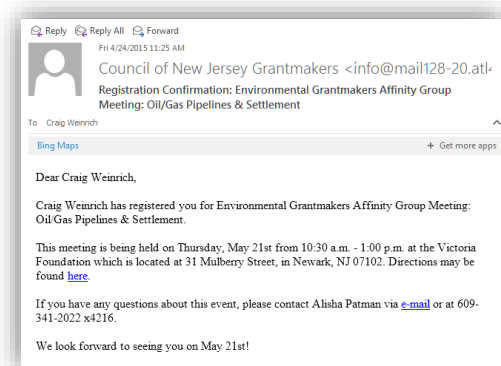
Home > Checkout complete

## CHECKOUT COMPLETE

Thank you. An e-mail confirmation will be sent to you shortly.

### REGISTRATION INFORMATION

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). 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:

The screenshot shows the website's navigation bar with the logo 'COUNCIL OF NEW JERSEY GRANTMAKERS' and a search icon. The navigation menu includes: ABOUT, MEMBERSHIP, CONNECT, LEARN, LEADERSHIP, POLICY, NEWS, and GRANT SEEKERS. The user is logged out, and the cart is empty. The main content area is titled 'Home > Shopping cart' and contains a notification: 'You have already registered for Environmental Grantmakers Affinity Group Meeting: Oil/Gas Pipelines & Settlement. You can view your registration. Environmental Grantmakers Affinity Group Meeting: Oil/Gas Pipelines & Settlement added to your cart.' Below this is a 'SHOPPING CART' section with a table:

Event Registration(s)	Price	Quantity	Total
Environmental Grantmakers Affinity Group Meeting: Oil/Gas Pipelines & Settlement (Unlimited slots available)	\$0.00	1	\$0.00

Total: \$0.00

Buttons: UPDATE CART, CHECKOUT

On the right side, there is a 'REGISTRATION INFORMATION' section with the following text: 'Registrations for all Non Members must be submitted individually with each person creating their own account and registering themselves. CNJG Members can Register Colleagues! (This options is for CNJG Members Only) • In the Quantity field, enter the number of individuals you'd like to register, Update Cart, then select Check Out. • Select if the registration is for yourself or

- Registration instructions are also located on the right side of the screen to guide you through the process, or you can call Patricia Foo, CNJG's Office Manager, at (609) 341-2022 x4205 for assistance.

*Last updated: June 16, 2017*