



**ENCORE
LEARNING**

Expand Your World

Member Account Manager QuickStart Guide: How to Register for Special Events

How to Register for Special Events

Only current members may register for Special Events. One spot (“ticket”) is available per event and is nontransferable. To cancel, notify staff via email or phone. Events which are open to the public do not require registration.

- Go online to our website www.EncoreLearning.net.
- Under **QUICK LINKS** on the right, select **Special Event Registration**.
- On the Login page, enter your email address and password in the fields on the right under **Returning Members** then select **Login**.
- Select **Special Events** from the options on the left. All upcoming events are listed. You may narrow the selection displayed by choosing a date window or location.
- Select an event to review its details. If the event is filled, select the Wait List version of the event.*
- If you wish to register for the event, scroll down to the ticket information and select “1” from the Quantity drop down list then select **Add to Cart**.
- Select additional events as desired, adding them to your cart.
- Review your shopping cart for accuracy. To delete a selection, click on the trash bin icon by the event.
- Select **Checkout** to proceed.
- You may be required to review your account information at this point. Select the **Save** button to continue.
- The screen will display “YOUR REGISTRATION IS COMPLETE! A confirmation email has been sent to the address on file.”
- If you are finished, select **Log Out** link at the upper right side of the page.

*If an event is filled, an additional version of the event prefixed “Wait List” will be available. If you opt to register in the Wait List version, staff will notify you when space becomes available. You can access your event registration status at all times in the **My Activities** tab under **My Account**.