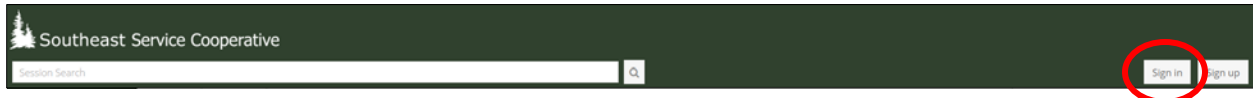


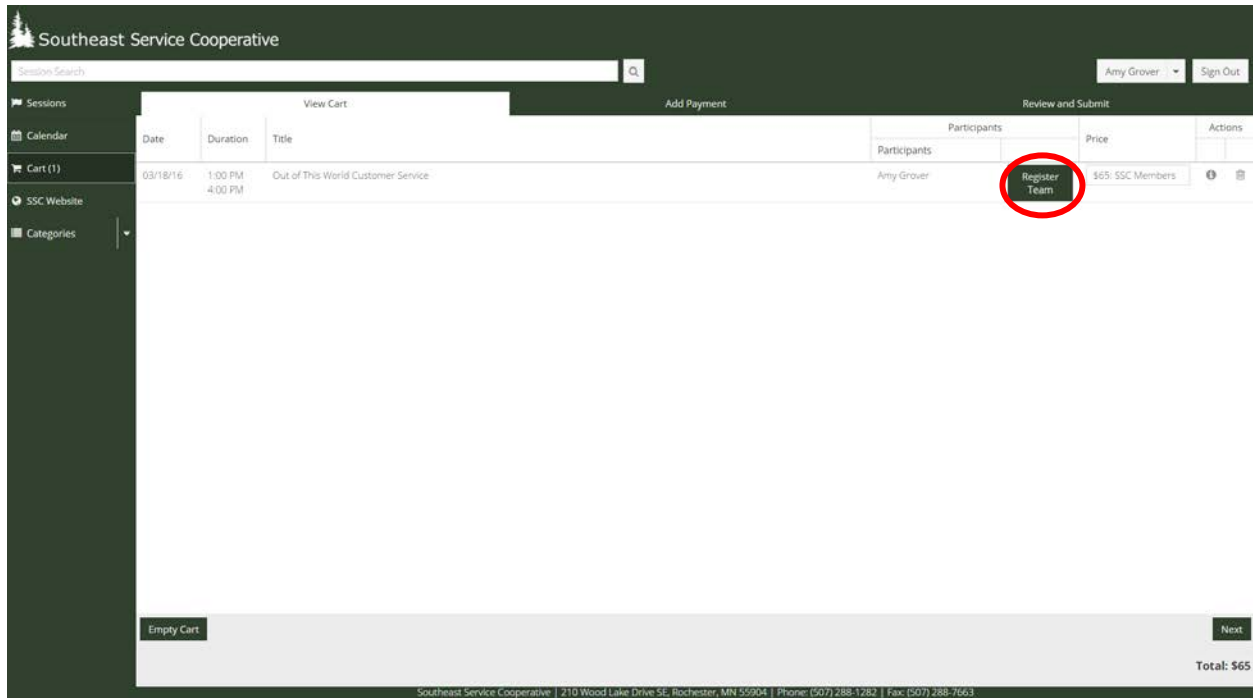
How To Register Others - Online Registration System

Go to <http://register.ssc.coop> and select the “Sign In” button at the top right.

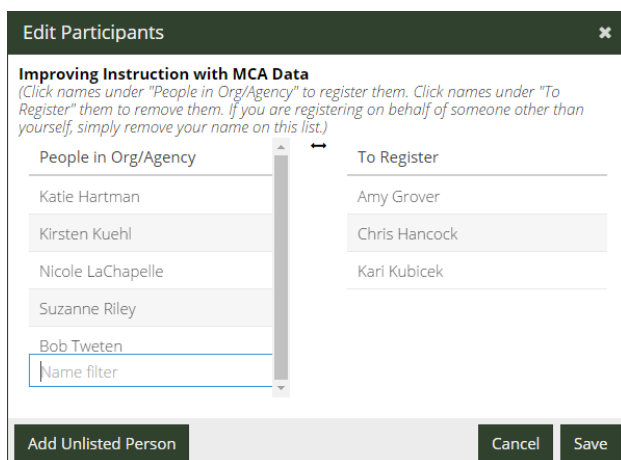


Select the event to register yourself, others, or a team for and “Add to Cart.”

Go to the Cart and select “Register Te



To register another individual, click their name in the “People in Org/Agency” column on the left and it will automatically transfer to the “To Register” column. You can either scroll through available names, or use the Name Filter field to sort. If you are registering on behalf of others and do not wish to register yourself, you can click on your own name on the right to remove it.



If an individual is not listed, then an account does not currently exist in their name. To add them, simply select the “Add Unlisted Person” button, and complete the requested fields (First Name, Last Name, Email, Position).

Once the list under “To Register” is correct, click on the “Save” button, and select “Next” to proceed to the payment screens to submit payment or purchase order for all combined registrations.