Steps to register multiple people for Design of Medical Devices Conference.
Read through this in its entirety prior to starting your registration!

• Click “Register Today!” on the DMD Registration Webpage http://www.dmd.umn.edu/registration.html
• **If you have an active University Internet Account** (UMN Account or Have registered for DMD Before) select the radio button “I am registering One or More People” on the left side of the page under “I have an account”
• **If you do not have an active account** select the radio button “I am registering One or More People” on the right side of the page under New User? Follow the prompts to create a guest account.

![Image of registration page](http://www.dmd.umn.edu/registration.html)

• Once you are ready, login and the registration package page will appear
  o Logging in will not automatically register you for the conference.

![Image of registration packages](http://www.dmd.umn.edu/registration.html)

• Click on Participant type for the first person you are registering
  o You will have the option to return and select other participant types and/or packages as needed
• Each line or radio button, will expand to show details

![Image of conference attendee package](http://www.dmd.umn.edu/registration.html)

• Each radio button is a “package” (only one package can be selected at a time)
  o You will be able to select add-ons in future steps
• Once you select the package for your first person, scroll to the bottom and select continue
• On the next screen you will see is shown below
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NOTE: THERE IS A 45 MIN TIME LIMIT ONCE YOU REACH THIS PAGE. Unfortunately, if you exceed the time allotted it will clear your progress. We suggest you plan to register about 20 people at a time to accommodate the time limit.

- If you have registered multiple people before, those individuals will be added automatically.
- If you see the person you need to register, click on “Add” and that person will move to the right side of your screen

- Click “Add another participant”
  - You will need their first name, last name and email address of each person
  - The email address needs to be valid and unique to the individual
  - Later in the registration process, you will need to know more detailed information about each person.
- To Continue adding people to the package, check the box “Add another participant” before you click continue

- When ready, click “Continue” and it will bring you back to the screen below
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- When finished adding people to this package the next step is to select any add-ons
- Click “Select Add-Ons” next to the name of the person on the right side of your screen.
  - Below shows us selecting Add-Ons for “Alex Erkel”, note the arrow next to his name

- If everyone has the same add-ons, check the box next to “Apply the same add-ons to all participants”
  - You will be still be able to manipulate the add-ons for each learner if needed
- To select different add-ons for each person, click the button “Continue and Select Add-Ons for Next Participant” until all choices have been made for each person.
- When you are done, select “Continue” and you will be brought back to this page:

  Select Continue and you will be brought to a registration summary screen shown below
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- If you are finished select “No, Continue with Checkout” and you will be prompted to finish the checkout process.
- If you need to register more people for a different participant type/package select “Yes, Add Another”. This will bring you back to the registration packages page shown above.
  - If you realized you missed someone when registering, select “Yes, Add Another”

- Continue this process until you have everyone registered.
- When you arrive at the registration summary page double check your list and select “No, continue with checkout”

- Select the form of payment and continue

- You will be prompted to answer questions for each of the people you have registered:
  - Affiliation, Title, Degree, How they heard about DMD, How many years they have attended
  - 5K: Age, Gender, T-shirt Size
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- When you have answered all of the questions select continue and you will be brought to the review and pay page.
- Scroll to the bottom.
- If you have a discount code enter it in the Promo Code box and select Apply.
  - Only 1 Discount code can be used and will be applied to all valid options.
- If you do not have a discount code, disregard and leave the section blank.
- Check the policy box and select “pay and register”
- After, you will be prompted to enter your credit card info
  - Only 1 Credit Card can be used to pay for the full amount
- As the person registering each person, you will receive an email confirmation with a receipt.
- The individuals you registered will receive an email confirming their enrollment.

Let us know if you have any questions!

Jenny and Trisha