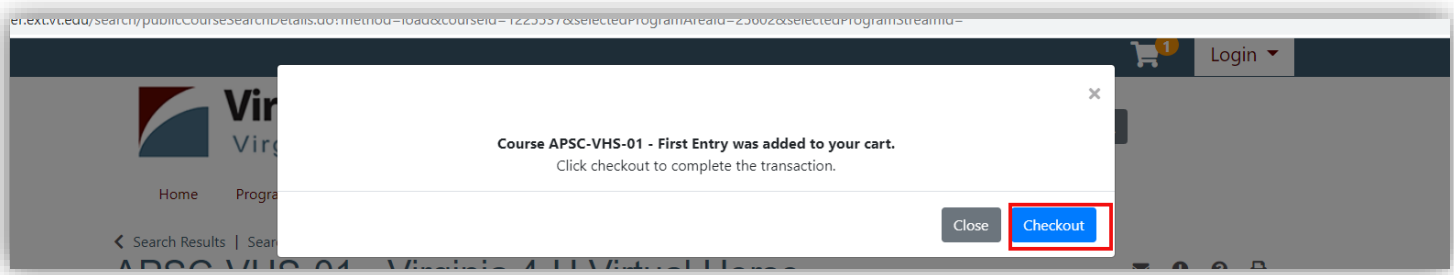
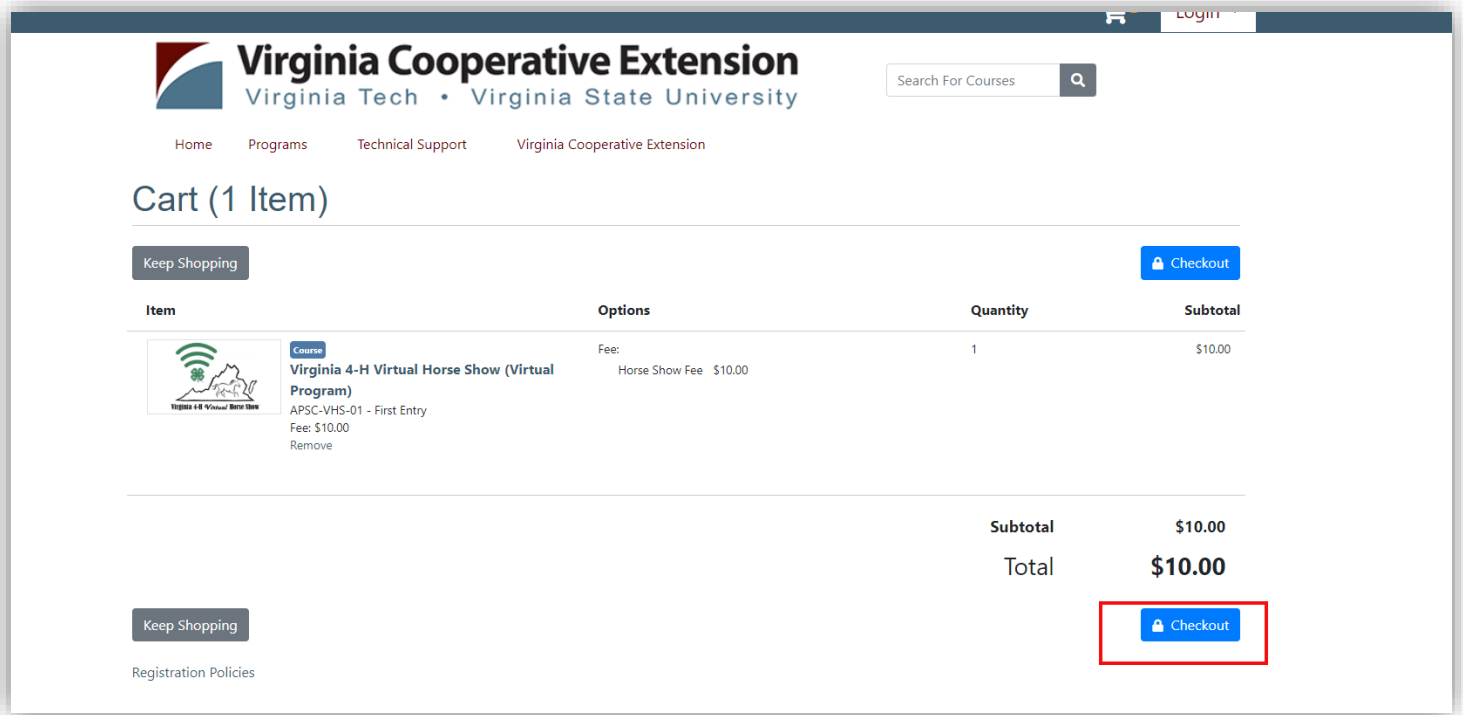


## Family/Group Registration

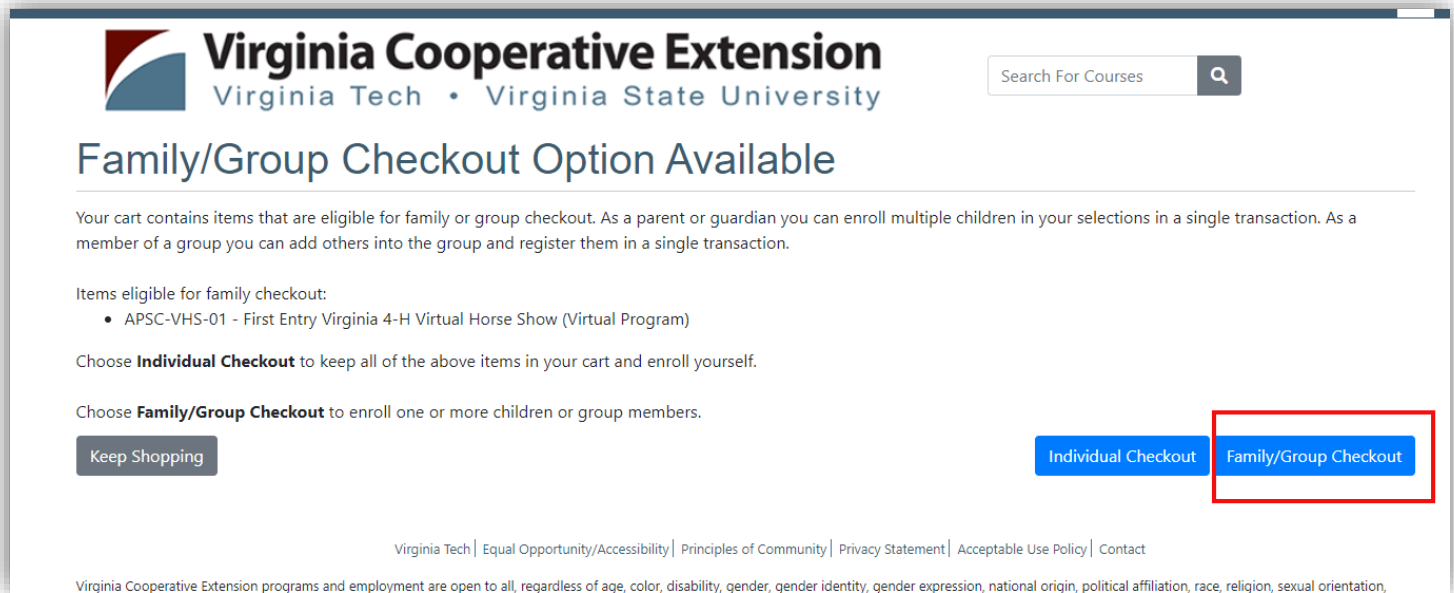
1. Select Add to Cart.
2. Select Checkout



3. Once you have reached the Shopping Cart, confirm your total and hit “Checkout”



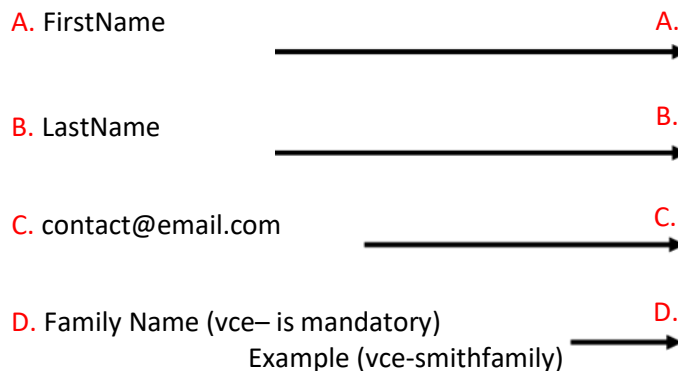
## 4. Select Family/Group Checkout



The screenshot shows the Virginia Cooperative Extension website interface. At the top, there is a search bar labeled "Search For Courses" with a magnifying glass icon. Below the search bar, the heading "Family/Group Checkout Option Available" is displayed. A paragraph explains that the cart contains items eligible for family or group checkout and that users can enroll multiple children in a single transaction. Below this, it lists items eligible for family checkout, including "APSC-VHS-01 - First Entry Virginia 4-H Virtual Horse Show (Virtual Program)". Two options are presented: "Individual Checkout" and "Family/Group Checkout". The "Family/Group Checkout" button is highlighted with a red rectangular box. At the bottom of the page, there is a footer with various links and a statement of inclusivity: "Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation."

5. If you have an existing Family Login, enter your log in information under “I already have a program participant account. If not, go to “Create a New Family/Group Account”.

6. Follow instructions under “Create a Group Account”



### Create a Group Account

Create a new Group Account by entering information below for one of the members. First, you will add additional members to the group and register them in a later step.

(Note: Since this interface is also used by parents to register children it is necessary to also enter a birth date when registering adults for programs. This can be an arbitrary birth date for adults.)

Questions may be sent to [vceprograms@vt.edu](mailto:vceprograms@vt.edu).

Family/Group Contact First Name:

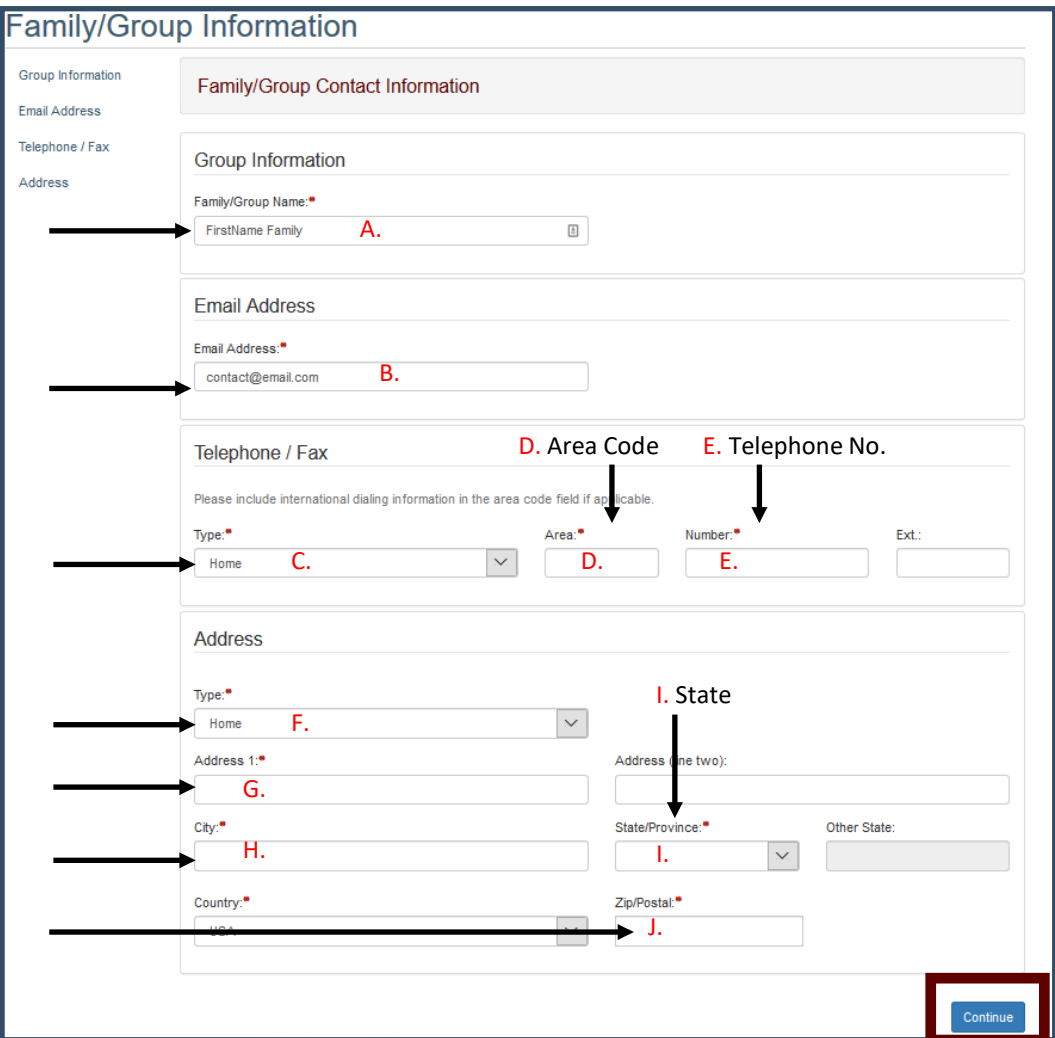
Family/Group Contact Last Name:

Family/Group Contact Email Address:

Choose a User Name:

7. Select Continue

8. Enter Required Information



**Family/Group Information**

Group Information

Family/Group Contact Information

Email Address

Telephone / Fax

Address

**A. Automatically filled** →

**B. Automatically filled** →

**C. Choose type (home, office, mobile)** →  [v]

**D. Area Code** →

**E. Telephone No.** →

**F. Choose type (home, office, billing, shipping)** →  [v]

**G. Street Address** →

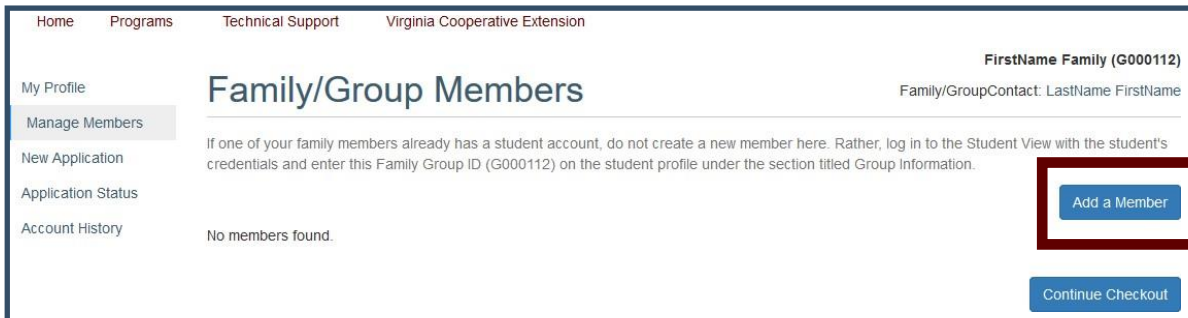
**H. City** →

**I. State** →  [v]

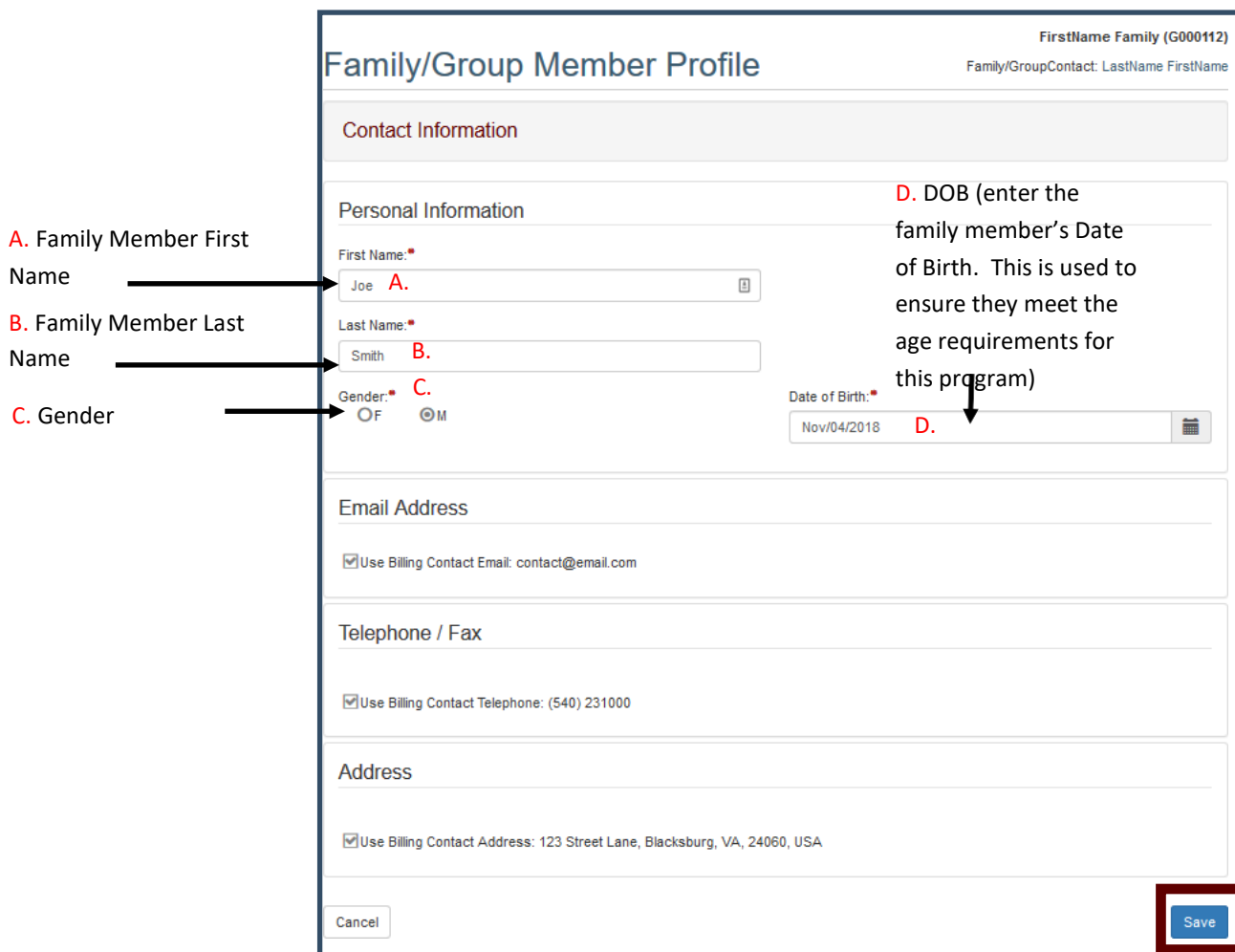
**J. Zip Code** →

9. Select Continue

## 10. Select Add a Member



## 11. Enter Required Information



**A.** Family Member First Name

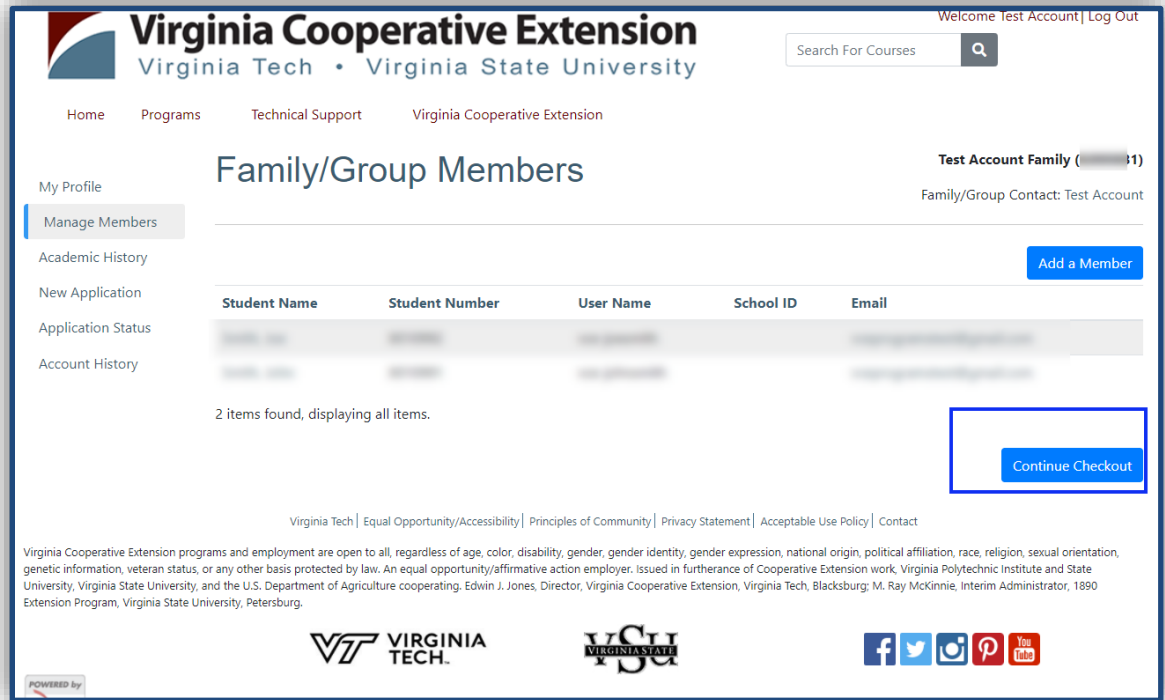
**B.** Family Member Last Name

**C.** Gender

**D.** DOB (enter the family member's Date of Birth. This is used to ensure they meet the age requirements for this program)

## 12. Select Save

13. To Add another family member, Select Add a Member



Virginia Cooperative Extension  
Virginia Tech • Virginia State University

Welcome Test Account | Log Out

Search For Courses

Home Programs Technical Support Virginia Cooperative Extension

My Profile

Manage Members

Academic History

New Application

Application Status

Account History

## Family/Group Members

Test Account Family (1)

Family/Group Contact: Test Account

Add a Member

Student Name	Student Number	User Name	School ID	Email
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

2 items found, displaying all items.

Continue Checkout

Virginia Tech | Equal Opportunity/Accessibility | Principles of Community | Privacy Statement | Acceptable Use Policy | Contact

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Interim Administrator, 1890 Extension Program, Virginia State University, Petersburg.

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f t i p y

14. Repeat Steps 11-12 until all members have been added to your Family/Group

15. Once completed, select Continue Checkout




# Virginia Cooperative Extension

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## 16. Select Add/Remove Members in cart

The screenshot shows the Virginia Cooperative Extension website's cart page. At the top, there is a navigation bar with the logo, search bar, and user options. Below the navigation, the page title is 'Cart (1 Item)'. The main content area displays a table with one item: 'Virginia 4-H Virtual Horse Show (Virtual Program)'. The item details include 'APSC-VHS-01 - First Entry' and a fee of '\$10.00'. The 'Options' column shows 'Horse Show Fee \$10.00 x 0' and a red-bordered button labeled 'Add/Remove Members'. The 'Quantity' column shows '0' and the 'Subtotal' column shows '\$0.00'. At the bottom of the table, the 'Subtotal' and 'Total' are both listed as '\$0.00'. There are 'Keep Shopping' and 'Checkout' buttons on both sides of the table.

Item	Options	Quantity	Subtotal
 <b>Course</b> <b>Virginia 4-H Virtual Horse Show (Virtual Program)</b> APSC-VHS-01 - First Entry Fee: \$10.00 Remove	Fee: Horse Show Fee \$10.00 x 0 <b>Add/Remove Members</b>	0	\$0.00
<b>Subtotal</b>			<b>\$0.00</b>
<b>Total</b>			<b>\$0.00</b>



17. Select the members to be enrolled

**Members**

Select All Members; Unselect All Members

0 Member(s) Selected

Select Visible Members]

Smith, John (X010991) vceprogramstest@gmail.com

Smith, Joe (X010992) vceprogramstest@gmail.com

Close

Enroll Members

18. Select Enroll Members

19. Once your cart shows the proper total, select "Checkout"

**Cart (1 Item)**

Family/Group Contact:

Keep Shopping

Checkout

Item	Options	Quantity	Subtotal
<b>Course</b> Virginia 4-H Virtual Horse Show (Virtual Program) APSC-VHS-01 - First Entry Fee: \$10.00 Remove	Fee: Horse Show Fee \$10.00 x 1 Add/Remove Members	1	\$10.00
<b>Subtotal</b>			<b>\$10.00</b>
<b>Total</b>			<b>\$10.00</b>

Keep Shopping


Checkout

Registration Policies



20. Answer the registration questions for each individual member, then select Continue Checkout

21. Check the box next to the Policy Confirmation, select Continue Checkout to be forwarded to the payment page.



## Virginia Cooperative Extension


Virginia Tech • Virginia State University

Options / Payment / Receipt

### Payment

McCoy Family (G000491)  
Family/Group Contact: Traci McCoy

### Cart

Item	Selected Options	Quantity	Subtotal
 <b>Virginia 4-H Virtual Horse Show (Virtual Program)</b> APSC-VHS-01 - First Entry	Fee: Horse Show Fee \$10.00 × 1 <a href="#">View Members</a>	1	\$10.00
<b>Subtotal</b>			<b>\$10.00</b>
<b>Total</b>			<b>\$10.00</b>

Payment Method: Credit card

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

### Policy Confirmation

This site requests personal information that may include your name, e-mail address, physical address, and telephone number. Forms on this site are labeled according to the information collected. Information is collected solely for the purpose of registering you for your program(s).  
Virginia Tech and VCE partner with e-commerce service provider Nelnet Business Services to collect and process payment information via Nelnet's QuickPAY system. Please see Nelnet's Privacy & Security policy at: <https://www.campuscommerce.com/privacy/>

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. \*

[Print Registration Policies](#)





22. Confirm your payment amount and then hit "Continue"

The screenshot shows the checkout page for the Virginia Cooperative Extension. At the top, there is a navigation bar with the logo and a search box labeled "Search For Courses". Below this is a "Checkout" section with a breadcrumb trail: "My Profile / Payment / Receipt". A warning message states: "Please click button only once to avoid multiple charges. Transactions can take some time depending on your internet connection. Do not navigate away from this page until you receive confirmation your transaction is complete. Please be aware the charge on your credit card statement will appear as 'VT CALS PAYMENTS'".

The main section is titled "Enter Payment Amount" and includes the instruction: "Please enter in the amount you want to pay, and click the 'Continue' button." Below this, it notes "Required fields are marked with an \*".

The form fields are as follows:

- Account Number:
- Participant Name:
- Please Pay this Amount\*: 10.00
- Total Amount:
- Payment Method\*:

At the bottom of the form are two buttons: "Continue" and "Cancel". Below the form, a note states: "Card transactions for Virginia Tech are processed by Nelnet Campus Commerce, USA." At the very bottom, there are logos for VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS.



23. Enter your credit card information and then scroll down and enter your email address and hit continue.

The screenshot shows the checkout page for the Virginia Cooperative Extension. At the top, there is a search bar for courses. Below that, a navigation bar includes 'My Profile / Payment / Receipt'. A warning message states: 'Please click button only once to avoid multiple charges. Transactions can take some time depending on your internet connection. Do not navigate away from this page until you receive confirmation your transaction is complete. Please be aware the charge on your credit card statement will appear as "VT CALS PAYMENTS".'

The main section is titled 'Provide Credit Card Information' and includes a sub-section 'Current Payment' with the following details:

- Participant Name: [Redacted]
- Account Number: [Redacted]
- Participant Name: [Redacted]
- Please Pay this Amount: \$10.00
- Total Amount: \$10.00
- Effective Date: 06/29/2020

The 'Credit Card Information' section contains the following fields:

- Cardholder's Name\*: [Text input]
- Card Type\*: AMERICAN EXPRESS (dropdown menu)
- Credit Card Number\*: [Text input] with a 'Virtual Keypad' button
- CVV2 Code\*: [Text input] with a help icon
- Expiration Date\*: mm/yyyy (text input)

The 'Contact Information' section has an 'Email Address\*:' field. A 'Continue' button is located at the bottom of the form. At the very bottom, there is a footer with a disclaimer: 'Virginia Tech | Equal Opportunity/Accessibility | Principles of Community | Privacy Statement | Acceptable Use Policy | Contact' and a detailed statement: 'Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Interim Administrator, 1890 Extension Program, Virginia State University, Petersburg.'

This will complete your transaction. You will receive an email confirmation of your enrollment.