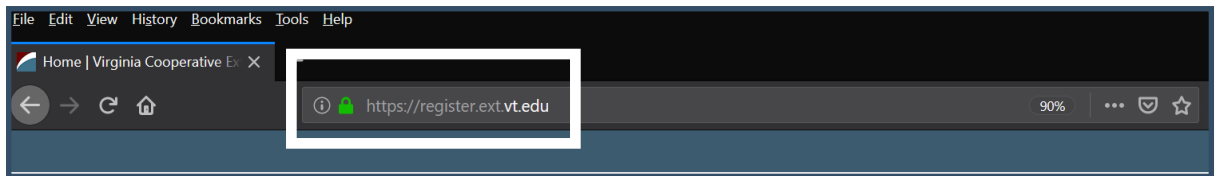


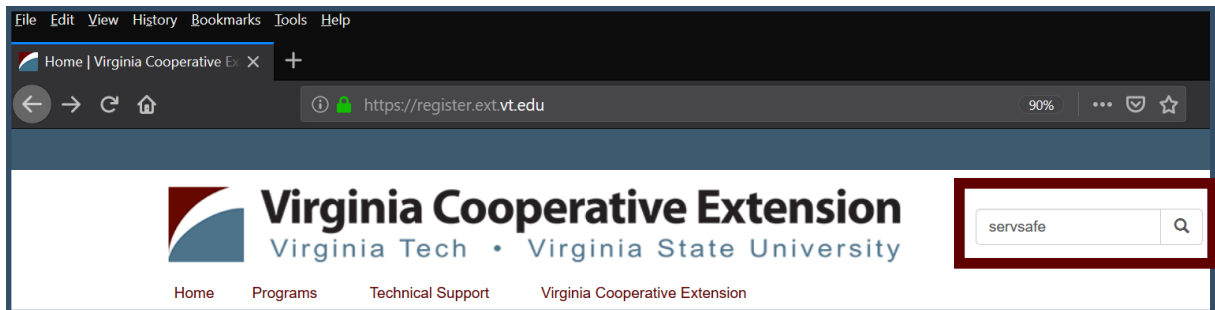


Registering Group Members

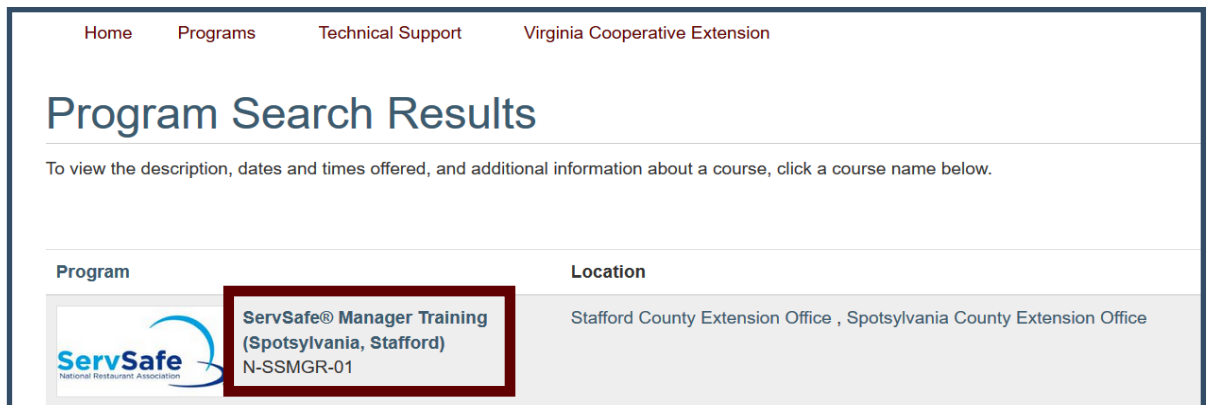
1. Open Web Browser
2. Navigate to <https://register.ext.vt.edu>



3. Keyword Search (ex: ServSafe)



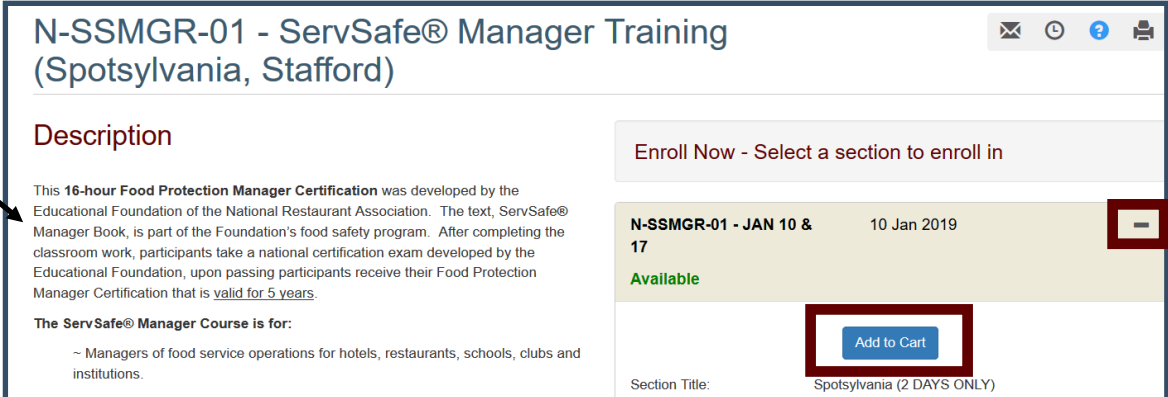
4. Press Enter or Click Magnifying Glass to display results
5. Select your keyword search result



6. Scroll down to review Program information (to left)

7. Select +/- symbols to expand/shrink information in section to enroll in (to right)

Program Info



N-SSMGR-01 - ServSafe® Manager Training
(Spotsylvania, Stafford)

Description

This **16-hour Food Protection Manager Certification** was developed by the Educational Foundation of the National Restaurant Association. The text, ServSafe® Manager Book, is part of the Foundation's food safety program. After completing the classroom work, participants take a national certification exam developed by the Educational Foundation, upon passing participants receive their Food Protection Manager Certification that is valid for 5 years.

The ServSafe® Manager Course is for:

- ~ Managers of food service operations for hotels, restaurants, schools, clubs and institutions.

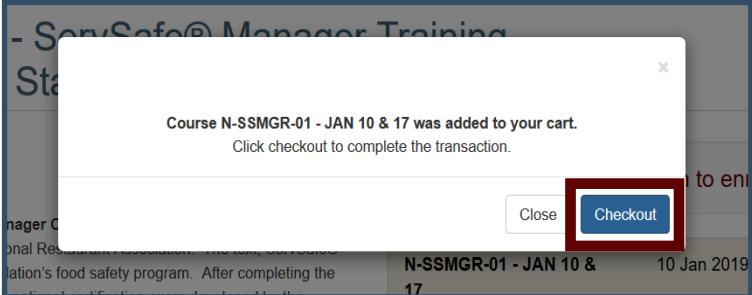
Enroll Now - Select a section to enroll in

N-SSMGR-01 - JAN 10 & 17	10 Jan 2019	-
Available		
Add to Cart		

Section Title: Spotsylvania (2 DAYS ONLY)

8. Select Add to Cart under preferred section

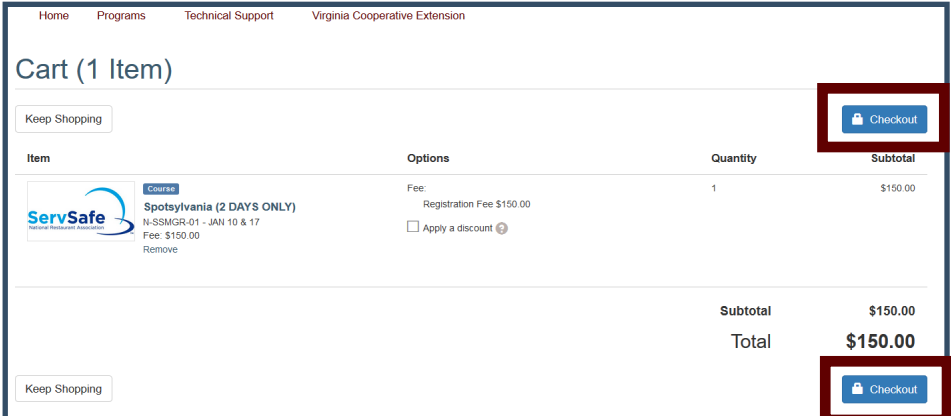
9. Select Checkout



Course N-SSMGR-01 - JAN 10 & 17 was added to your cart.
Click checkout to complete the transaction.

[Close](#) [Checkout](#)


10. Select Checkout



Home Programs Technical Support Virginia Cooperative Extension

Cart (1 Item)

[Keep Shopping](#) [Checkout](#)

Item	Options	Quantity	Subtotal
 Course Spotsylvania (2 DAYS ONLY) N-SSMGR-01 - JAN 10 & 17 Fee: \$150.00 Remove	Fee: Registration Fee \$150.00 <input type="checkbox"/> Apply a discount	1	\$150.00
Subtotal			\$150.00
Total			\$150.00

[Keep Shopping](#) [Checkout](#)



11. Select Family/Group Checkout

Family/Group Checkout Option Available

Your cart contains items that are eligible for family or group checkout. As a parent or guardian you can enroll multiple children in your selections in a single transaction. As a member of a group you can add others into the group and register them in a single transaction.

Items eligible for family checkout:

- N-SSMGR-01 - JAN 10 & 17 ServSafe® Manager Training (Spotsylvania, Stafford)

Choose **Individual Checkout** to keep all of the above items in your cart and enroll yourself.

Choose **Family/Group Checkout** to enroll one or more children or group members.

12. Follow instructions under “Create a Group Account”

- A. FirstName →
- B. LastName →
- C. contact@email.com →
- D. RestuarantName (vce- is mandatory) →
- E. chosenPassword1 →
- F. chosenPassword1 →

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.

Family/Group Contact First Name:

Family/Group Contact Last Name:

Family/Group Contact Email Address:

Choose a User Name:

Choose a Password:

Confirm Password:

13. Select Continue



14. Enter Required Information

Family/Group Information

Group Information

Family/Group Contact Information

Email Address

Telephone / Fax

Address

A. Automatically filled → **A.**

B. Automatically filled → **B.**

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

D. Area Code → **D.**

E. Telephone No. → **E.**

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

G. Street Address → **G.**

H. City → **H.**

I. State → **I.**

J. Zip Code → **J.**

15. Select Continue



16. Select Add a Member

17. Enter Required Information

A. Employee First Name

B. Employee Last Name

C. Gender (only required because the same system is used for youth programs, it is not used)

D. DOB (only required because the same system is used for youth programs, it is not used and may be today's date)

18. Select Save



19. Select Add a Member

Family/Group Members FirstName Family (G000112)
Family/GroupContact: LastName FirstName

If one of your family members already has a student account, do not create a new member here. Rather, log in to the Student View with the student's credentials and enter this Family Group ID (G000112) on the student profile under the section titled Group Information.

Add a Member

Student Name	Student Number	User Name	School ID	Email
Smith, Joe	X000419	vce-joesmith		contact@email.com

1 items found, displaying all items.

Continue Checkout

20. Repeat Steps 17-18 until all members have been added to your group

21. Once completed, select Continue Checkout

22. Select Add/Remove Members in cart

Home Programs Technical Support Virginia Cooperative Extension

Cart (1 Item)

[Keep Shopping](#) **Checkout**

Item	Options	Quantity	Subtotal
Spotsylvania (2 DAYS ONLY) N-SSMGR-01 - JAN 10 & 17 Fee: \$150.00 Remove	Fee: Registration Fee \$150.00 <input type="checkbox"/> Apply discount	0	\$0.00
Subtotal			\$0.00
Total			\$0.00

[Keep Shopping](#) **Checkout**



23. Select the members to be enrolled

Members

Select All Members; Unselect All Members

All selected

[Select Visible Members]

- Fellow, Judy (X000428) contact@email.com
- Geuss, Nancy (X000421) contact@email.com
- Gibson, Fiona (X000429) contact@email.com
- Graham, Webster (X000426) contact@email.com
- Johnson, Sandra (X000423) contact@email.com
- Keegan, Micah (X000424) contact@email.com
- Mitchell, Raymond (X000422) contact@email.com

10 Member(s) Selected

- Fellow, Judy (X000428) contact@email.com
- Geuss, Nancy (X000421) contact@email.com
- Gibson, Fiona (X000429) contact@email.com
- Graham, Webster (X000426) contact@email.com
- Johnson, Sandra (X000423) contact@email.com
- Keegan, Micah (X000424) contact@email.com
- Mitchell, Raymond (X000422) contact@email.com
- Morgan, Philip (X000425) contact@email.com
- Schein, Apple (X000427) contact@email.com
- Smith, Joe (X000419) contact@email.com

Close

Enroll Members

24. Select Enroll Members

25. If you have no discounts that apply, select Checkout

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Cart (1 Item)

Keep Shopping

Item	Options	Quantity	Subtotal
Course Spotsylvania (2 DAYS ONLY) N-SMGR-01 - JAN 10 & 17 Fee: \$150.00 Remove	Fee: Registration Fee \$150.00 × 10 <input type="checkbox"/> Apply a discount Add/Remove Members	10	\$1,500.00
Subtotal			\$1,500.00
Total			\$1,500.00

Keep Shopping

Checkout

Checkout



26. If you qualify for a discount, select Apply a discount

The screenshot shows a shopping cart with one item. The item is a course titled "Spotsylvania (2 DAYS ONLY)" with a fee of \$150.00. The quantity is 10, and the subtotal is \$1,500.00. A red box highlights the "Apply a discount" button in the options section. The total amount is also \$1,500.00.

Item	Options	Quantity	Subtotal
Course Spotsylvania (2 DAYS ONLY) N-SSMGR-01 - JAN 10 & 17 Fee: \$150.00 Remove	Fee: Registration Fee \$150.00 × 10 <input type="checkbox"/> Apply a discount Add/Remove Members	10	\$1,500.00
Subtotal			\$1,500.00
Total			\$1,500.00

27. Select Discount from drop-down menu

The screenshot shows the same shopping cart as in step 26. A red box highlights the "Apply a discount" button, which now shows a discount of \$300.00. Another red box highlights the "Agency Group Enrollment" dropdown menu. The subtotal is now \$1,200.00, and the total is also \$1,200.00.

Item	Options	Quantity	Subtotal
Course Spotsylvania (2 DAYS ONLY) N-SSMGR-01 - JAN 10 & 17 Fee: \$150.00 Remove	Fee: Registration Fee \$150.00 × 10 <input checked="" type="checkbox"/> Apply a discount (\$300.00) Agency Group Enrollment Add/Remove Members	10	\$1,200.00
Subtotal			\$1,200.00
Total			\$1,200.00

28. Select Checkout

29. Answer questions (if available) for each individual member, select Continue Checkout

30. Answer Policy Confirmation, select Continue Checkout to be forwarded to the payment page