Last Modified on 01/09/2025 1:26 pm EST

New Registration
Find Member > Offerings

1. Find or add member
2. Hover over **Offerings** > Click program area from drop down menu
3. If needed, filter list of available programs using options on left.
4. Click **Add** on Selected item > Review for accuracy
5. Click **Add**
6. Select additional items, if applicable
7. When done adding items > Go to Cart
8. Review information in the cart for accuracy
9. If applicable, add any manual adjustments.
   - Click **Adjustment Details**
   - Click **Add Adjustment**
   - Select transaction code from drop down list.
   - Enter adjustment amount
     - Change to Percent if needed
     - Fill in amount
     - Change to Increase if needed
   - Enter comment
   - Click **Save**
10. If applicable, enter promo code in promo code box.
11. Select Payment Method
    - **Add** if new
12. Click **Finalize Order** > Click **Yes, Finalize my Order**
13. Send Receipt
    - Email (preferred) > Choose correct address
    - If printed receipt desired > Click **Print** > select Window Envelope