

HOW TO REGISTER FOR STUDY GROUPS

BEFORE YOU BEGIN, PLEASE READ ALL INSTRUCTIONS

Please be sure your BNC Phoenix chapter membership is current and your contact information is up to date. Make certain your email is unique to you — partners/spouses may not share an email.

WATCH FOR THE EBLAST ALERTING YOU TO WHEN REGISTRATION IS OPEN AND THE LINK IS ACTIVE.

- ⇒ **If you are registering for the first time**, click on the **REGISTRATION LINK** on the [BNC Phoenix Study Group webpage](#)
- ⇒ Fill out your personal data, scroll down and hit **“save and continue.”** You will be asked if you are a BNC member or not, and if you wish to join or renew your membership. You can complete that process at this time.
- ⇒ The next pages list all study groups. You can scroll through the list to find your preferred group using the Study Guide as a reference. We suggest making a list of the groups you are interested in **BEFORE** you go into the online registration application.
- ⇒ Open the drop-down box to add the registration fee.
You must click on that box.
- ⇒ Select all groups you wish to register for and hit **“next.”**
- ⇒ If the group(s) are no longer open, you will see a message saying there is no longer availability. At the bottom of the form, you may add your name to any waitlists for groups that are not available.
- ⇒ The screen that opens will summarize your personal information, list the total price for your group (s) and ask for your credit card information. Enter the requested information and click on **“next.”**
- ⇒ The last screen lists the group(s) for which you registered and paid. **Verify all information.** Then click on **“submit.”**
- ⇒ A final screen will open with the completed registration form. It will include any groups for which you are waitlisted. You are not charged for any waitlisted groups.
- ⇒ You will receive an email from BNC with your registration information, which can also serve as a receipt. **SAVE THIS EMAIL!**
- ⇒ This confirmation email contains a link that you may use to add to your registration at a later time. **Click on the link that that says “Edit my registration” and continue to add study groups. Do not create a new record under a different email address!**

**Any questions, please contact 2021phxstudygroups@gmail.com
or call 480.256.9515**