

How to Register

Review the [Study Group Guide](#) to read the descriptions of the study groups and write down the group number from the guide. The Mid-Year groups are at the end.

Study Groups are for the benefit of our members. If you have not joined BNC or renewed your [membership](#), do that first.

A. New registration - You have not registered for any study groups this season.

1. Click the link below.
2. Complete your personal information and then click on "Next."
3. Register for any new or currently open groups.
4. Add yourself to the waitlist for any groups that are not currently accepting any additional registrations.
5. Pay using your credit card.
6. You will receive a confirmation email from Brandeis BNC. Save that email!!

B. You already registered for other groups this season and have your email confirmation.

1. DO NOT create a new account using an alternate email address
2. **Open the confirmation email** that you received from BNC after you registered for your other groups.
3. Click on the link that says, "[Click here to edit your registration information](#)".
4. Register for any new or currently open groups.
5. Add yourself to the waitlist for groups that are not currently accepting any additional registrations.
6. Pay using your credit card.
7. You will receive a confirmation email from BNC. Save that email!

C. You previously registered for study groups, but cannot find your email confirmation.

1. DO NOT create a new account using an alternate email address.
2. Use the link below.
3. You will get a message saying there is already a registration under this account.
4. You will be asked if you want a duplicate confirmation. If you say "Yes" the confirmation will be sent to your email address.
5. Once you get the confirmation email, click on the link that says "[Click here to edit your registration information](#)".
6. Register for any new or currently open groups.
7. Add yourself to the waitlist for groups that are not currently accepting any additional registrations.
8. Pay using your credit card.
9. You will receive a confirmation email from Brandeis BNC. Save that email.

[Link to register](#)

(A & C only)

If needed, scroll down for **screen-by-screen instructions** that you can follow while registering.

ALL REGISTRANTS - ONCE IN THE REGISTRATION SYSTEM:

- Fill out your personal data, scroll down and hit “**save and continue.**” You will be asked if you are a BNC member, and if not, [renew your membership](#) before continuing.
- The next pages list all study groups. You can scroll through the list to find your preferred group using your list from the Study Group Guide as a reference.
- Open the drop-down box to add the registration fee. **You must click on that box.**
- Select all groups for which you wish to register 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 wait lists 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. **Make certain your name and phone number are the same as your credit card account AND your card has the same name as you used in your registration.** 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 wait listed. You are not charged for any wait listed groups.
- You will receive an email from BNC with your registration information, which also serves as a receipt. **SAVE THAT EMAIL! That confirmation email contains the link that says “[Click here to edit your registration information.](#)”** You will use that link to register for any additional study groups this year.

PLEASE DO NOT CONTACT INDIVIDUAL FACILITATORS TO REGISTER.

Any problems or questions, email us at phxstudygroups@gmail.com

or call **480-256-9515.**