

Registration Instructions and the Link for Study Groups!

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING REGISTRATION.

- **Step 1:** Check out the [Updated STUDY GROUP GUIDE](#)
- **Step 2:** Make a list of your preferred groups with the group name AND number **BEFORE** you begin the registration process. Look at the facilitator name(s), since there are several groups with similar names.
- **Step 3: Identify your path CRITICAL!!!**
 - A. Are you a facilitator or a participant in a limited registration group who registered *recently* **(see A below)**
 - or
 - B. Are you registering for the first time this season? **(see B below)**

A. 2022 RECENT REGISTRANTS ONLY:

- If you registered for a Limited Registration group and/or you registered during the Facilitator registration window recently, **DO NOT** use the link in this document to add new groups to your registration.
- **DO** use the link on the confirmation email you received that says “[Click here to edit your registration information.](#)”
- **DO NOT** create another account using a new email address.

B. FIRST TIME 2022 REGISTRANTS ONLY:

- If this is your **first time** registering for a Study Group this season, click on this [registration link](#) to begin your registration.

Step 4: ALL REGISTRANTS - ONCE IN THE SYSTEM:

- Fill out your personal data, scroll down and hit “**save and continue.**”
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 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 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 waitlisted. You are not charged for any waitlisted 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**

