



## GROUP REGISTRATION

You can have one of your team members register as an **Administrator** to complete registration for your entire group of attendees.

As an Admin of the group, you will need to log in to complete the registration process. Additional Admins, who will have access to all group members' registrations, can be added later.

The group administrator does not need to be a registered attendee to manage the group, but can be.

You can re-access the group registration any time by logging in with your email address/password.

Each attendee will also have their own login/password, which will be emailed to them. They can then use their own login/password to access their own account.

Please be sure to obtain all the necessary contact information before starting the registration process. (Full name, title, mailing address, email address and telephone).

### **Follow the steps below to register:**

1. Go to the conference HOME page at [cleanupworkshop.com](http://cleanupworkshop.com); Click the REGISTRATION tab; Click REGISTER HERE
2. Select NEW GROUP REGISTRATION (bottom left)  
Or ACCESS YOUR PROFILE by logging in if you've created an admin account for past workshops
3. Fill in all the required fields and select CREATE GROUP (bottom center)
4. Add your group members by clicking ADD GROUP MEMBER. (If the individual has attended in the past, please register them with the email address affiliated with their previous account.)
5. Proceed through the registration process by selecting which registration category they belong in, and add appropriate REGISTRATION CODE (Sponsor code or DOE code)
6. Select UPDATE AND CONTINUE
7. The final step is to check out. Please complete payment for the registration online by selecting SUBMIT PAYMENT
8. You may print a copy of the invoice by clicking the INVOICE OPTIONS button