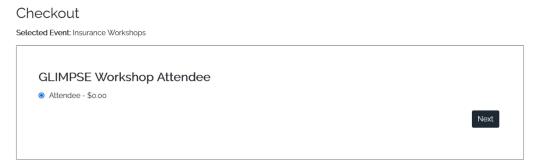# GLIMPSE WORKSHOPS EVENT REGISTRATION GUIDE

The purpose of this guide is to walk you through the **Event Registration** and **Cart Checkout** Process. When you click on the registration link for the event, these forms are what you can expect as you register.

Any questions, please send them to lrosito@pacounties.org.

Important: While the fee states 0.00 and the last form you need to complete is a billing page, IF you owe any dollars for attending any of these sessions, those invoices will be sent to you separately, along with any communications related to the invoicing process.

SELECT ATTENDEE

When you start the registration, you must first select the **Attendee** option as the registration type. Then click **Next.**
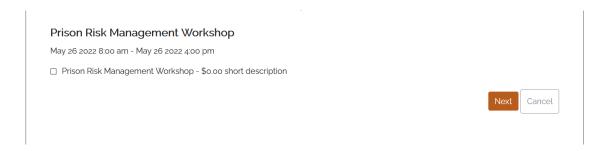
Checkout

Selected Event: Insurance Workshops

GLIMPSE Workshop Attendee

◉ Attendee - $0.00

Next

SELECT EVENTS / WORKSHOPS

The next step in the process is to select which events / workshops you would like to attend.

Session Selection

Controlling Workers Compensation Costs Workshop

Mar 30 2022 8:00 am - Mar 30 2022 4:00 pm

☑ Controlling Workers Compensation Costs Workshop - $0.00 *Free for Members of PComp

PCoRP Risk Control Workshop

Apr 8 2022 8:00 am - Apr 8 2022 4:00 pm

☑ PCoRP Risk Control Workshop - $0.00 Short Description

Defensive Driving Course

Apr 12 2022 8:00 am - Apr 12 2022 4:00 pm

☑ Defensive Driving Course - $0.00 Short Description

Annual Producers Meeting
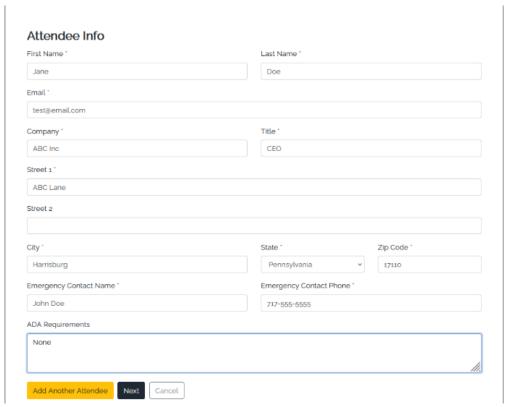
Once you have selected all the events/workshops you would like to register for, scroll to the bottom of the page and **Click Next.**

Prison Risk Management Workshop

May 26 2022 8:00 am - May 26 2022 4:00 pm

☐ Prison Risk Management Workshop - $0.00 short description

Next   Cancel

YOUR ATTENDEE INFORMATION

The next step in the process is for you to complete your attendee information.

Attendee Info

First Name *

Jane

Last Name *

Doe

Email *

test@email.com

Company *

ABC Inc

Title *

CEO

Street 1 *

ABC Lane

Street 2

City *

Harrisburg

State *

Pennsylvania

Zip Code *

17110

Emergency Contact Name *

John Doe

Emergency Contact Phone *

717-555-5555

ADA Requirements

None

Add Another Attendee   Next   Cancel

IMPORTANT: If you are registering for others, you may click **Add Another Attendee.** This process will take you to the beginning step of selecting Attendee, and you will need to select each session you would like to register each attendee.

Once you are done adding other attendees, Click Next

REVIEW CART

The next step in the process is for you to review the cart. You may also delete entries or cancel the entire cart order.
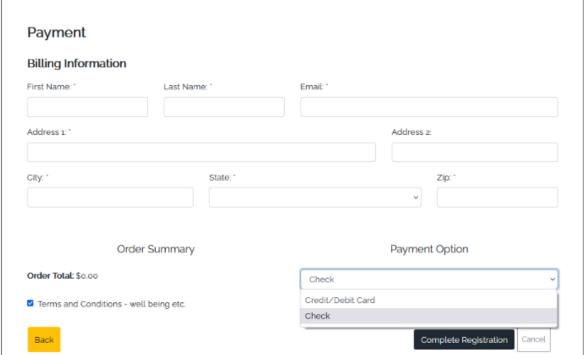

FINAL CHECK OUT / ORDER COMPLETION

The next step in the process is to enter the billing contact information. Since there are no fees being collected at this time, **select Terms and Conditions check box and select Complete Registration.**

Your registration is completed, and you will receive confirmation.