

# How to Register Online for Conservancy Events



**Step 1:** Enter number of attendees in “Quantity” box and click “REGISTER.”

This screenshot shows the 'Event Name' section of the registration form. It includes fields for 'Date' and 'Time'. Below these, a green heading reads 'Please register below:'. A horizontal bar contains a 'Member' dropdown, a 'Quantity' input field (circled in red with a red '1'), and a 'Free' dropdown. A green 'REGISTER' button (circled in red with a red '2') is located at the bottom left of this section.

**Step 2:** Enter the names of attendees and click “ADD TO CART”.

This screenshot shows the 'Registrant 1: Member' form. It contains fields for 'First name\*', 'Last name\*', 'Phone:', 'Email:', 'Country:', 'Address:', 'City:', 'State:', and 'ZIP:'. A green 'ADD TO CART' button (circled in red with a red '2') is at the bottom left. The 'Total: Free' is displayed at the bottom right. A red '1' points to the 'First name' field.

**Step 3:** Enter billing information for one attendee and click “CHECK OUT.” Please note that this information is used for our records, and you will not be charged.

This screenshot shows the 'Billing Information (please enter only ONE name)' section. It includes fields for 'First name\*', 'Last name\*', 'Phone:', 'Email:', 'Country:', 'Address:', 'City:', 'State:', and 'ZIP:'. A red '1' points to the 'Billing Information' heading. Below this is the 'Registration Information' section, which contains a checkbox for 'Register for site' and a green 'CHECK OUT' button (circled in red with a red '2').

You will receive a confirmation email when your registration is complete. For help with registration, please contact Sophia Navarra at [sophian@conservancy.org](mailto:sophian@conservancy.org).