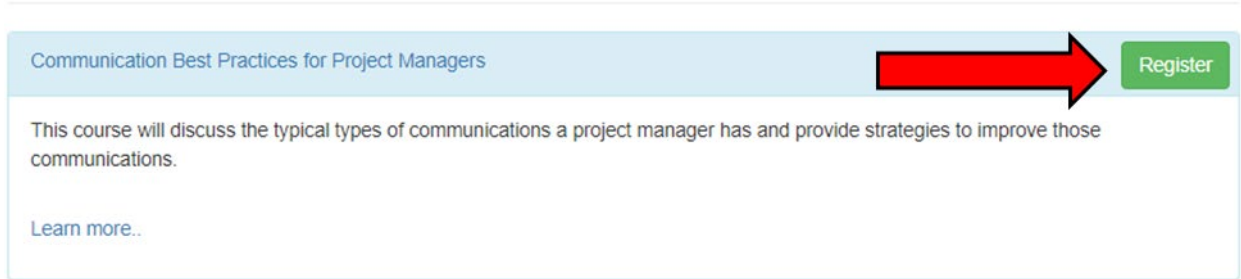


Instructions for Registering Others in the NLC

If you are the Primary Contact and wish to have someone else at your company register employees for classes, please email education@necanet.org with their name, email address, and a statement regarding your permission to allow this person to register employees for NECA classes on behalf of your company.

Step 1. Navigate to the course you want to register.

Step 2. Click the Green “Register” button



Step 3: Add the individuals from your company. There are two ways to do this depending on if you know the NECA IDs of the individuals or not. Step-by-step instructions are provided on the following pages. If you do know their NECA IDs, follow Option 1 on pages 2-3. If you do not know their NECA IDs, follow Option 2 on pages 4-5.

Step 4: Check out and pay! When you are ready to check out, you can go to “My Cart” (top right) and follow the prompts to purchase the courses.

Option 1: If you know their NECA IDs...

1. Type their IDs in the “Individual ID” box. IDs must be separated by a command and a space (ex. 0123456, 0123457)
2. Click “Search”
3. A confirmation window will pop-up. Click “Save”.
4. You should now see your list of selected participants on the screen. Click “Add to cart & return to course catalog” and repeat this process for each class.

Choose Participant(s):

Use the options below to add individuals to this course. You can add individual Constituent IDs in a comma separated list. This will filter the list of users you have to choose from. You can also select non-members (if applicable), browse multiple chapters, and select the companies that are members of chapters. If an individual you are looking for is not here they must be added in the AMS and this page must be refreshed. National Staff have the ability to adjust pricing for individuals, however the default course pricing should be used in most circumstances.

Individual ID

Step 1 →

← **Step 2** The IDs should be separated by a comma and a space (,)

Individual ID Search

Search

You searched for:
100####, 105####, 105####

Results

If you would like to remove anyone from this enrollment please remove the check mark next to their name.

<input checked="" type="checkbox"/>	Individual ID Name	100#### J	Company Email	Electric Company
<input checked="" type="checkbox"/>	Individual ID Name	105#### R	Company Email	Electric Company
<input checked="" type="checkbox"/>	Individual ID Name	105#### S	Company Email	Electric Company

Step 3 →

Participant(s)

Total participants: 3

Name	Individual ID	Company	Chapter	Price	
J	100 #####	Electric Company	North Florida Chapter NECA	\$ 10.00	
R	105 #####	Electric Company	North Florida Chapter NECA	\$ 10.00	
S	105 #####	Electric Company	North Florida Chapter NECA	\$ 10.00	

Total price in cart: **\$30.00**

Coupons and discounts may be applied before checkout, after you add the enrollment to your cart.



Add to cart & return to course catalog

Add to cart & proceed to checkout

Option 2: If you do not know their NECA IDs...

1. In the menu, scroll until you find your Chapter. Click the “▷” icon to expand the list.
2. Within your Chapter’s list, find “Members” and click the “▷” icon to expand the list.
3. Within the “Members” list, locate your company and click the “▷” icon to expand the list.
4. Select each individual you wish to add to the course.
5. Once you are finished, selecting individuals, click the “+ Add selected participants” button.
6. You should now see your list of selected participants on the screen. Click “Add to cart & return to course catalog” and repeat this process for each class.

The screenshot shows a scrollable list of NECA chapters and their members. A red arrow labeled "Step 1" points to the "North Florida Chapter NECA" entry. A second red arrow labeled "Step 2" points to the "Members" sub-entry under the North Florida Chapter. The list includes chapters such as New York City, North Central Ohio, North Louisiana, North Texas, Northeast Louisiana, Northeastern Illinois, Northeastern Line Constructors, Northern California, Northern Illinois, Northern Indiana, and Northern New Jersey, each with a \$10.00 fee. A "Chapter Staff" and "Nonmembers" section are also visible. To the right, an orange button reads "ADD A NEW INDIVIDUAL". Below it, a panel displays two error messages: one with a red envelope icon stating "This individual may not be enrolled because their profile is missing an email address. Click the symbol to add an email address." and another with a red 'x' icon stating "This individual cannot be enrolled, because they have previously taken this course." Below these messages, it says "Individual marked as *ineligible* are not able to take this course due to their membership status." At the bottom of the list, a button reads "+ Add selected participants".

Step 3 →

Step 4 →

	Electric Company (####) \$10.00
<input checked="" type="checkbox"/>	B (105 ####) \$10.00
<input checked="" type="checkbox"/>	M (105 ####) \$10.00
<input checked="" type="checkbox"/>	O (105 ####) \$10.00
<input checked="" type="checkbox"/>	B (100 ####) \$10.00
<input type="checkbox"/>	J (100 ####) \$10.00
<input type="checkbox"/>	R (105 ####) \$10.00
<input type="checkbox"/>	S (105 ####) \$10.00
<input type="checkbox"/>	S (105 ####) \$10.00
<input type="checkbox"/>	S (105 ####) \$10.00
<input type="checkbox"/>	J (105 ####) \$10.00
<input type="checkbox"/>	S (102 ####) \$10.00
<input type="checkbox"/>	J (102 ####) \$10.00 ✖
<input type="checkbox"/>	S (106 ####) \$10.00

ADD A NEW INDIVIDUAL

- ✖ This individual may not be enrolled because their profile is missing an email address. Click the symbol to add an email address.
- ✖ This individual cannot be enrolled, because they have previously taken this course. Individual marked as *ineligible* are not able to take this course due to their membership status.

Step 5 → + Add selected participants

Participant(s) Total participants: 4

Name	Individual ID	Company	Chapter	Price	
B	105 ####	Electric Company	North Florida Chapter NECA	\$ 10.00	
M	105 ####	Electric Company	North Florida Chapter NECA	\$ 10.00	
O	105 ####	Electric Company	North Florida Chapter NECA	\$ 10.00	
B	100 ####	Electric Company	North Florida Chapter NECA	\$ 10.00	

Total price in cart: \$40.00

Coupons and discounts may be applied before checkout, after you add the enrollment to your cart.

Step 6 → Add to cart & return to course catalog

Add to cart & proceed to checkout