

## How to Register & Choose Workshops Online for Rutgers Home Gardeners School (HGS)

- I. **STEP 1: Visit the HGS Webpage:** [www.cpe.rutgers.edu/hgs](http://www.cpe.rutgers.edu/hgs)
  
- II. **STEP 2: Review Workshops & Identify Your Top Choices for Each Timeslot**
  - a. Click the **DETAILS** button to read the descriptions of each workshop.
  - b. Identify your top choice for **EACH** of the four (4) timeslots available.
  - c. Next, choose 2<sup>nd</sup> and 3<sup>rd</sup> options in case your first choice is already full.
  - d. **Write down** all of your top choices including workshop number and workshop title – you will need this information when you register!
  
- III. **STEP 3: Scroll Down and Click the REGISTER ONLINE Button.**

This will take you to our registration system (a separate website).

### Step 2: Choose Your Registration Method

You can register online or by mail/fax. Instructions for each method are provided below.

#### Register Online with a Credit Card

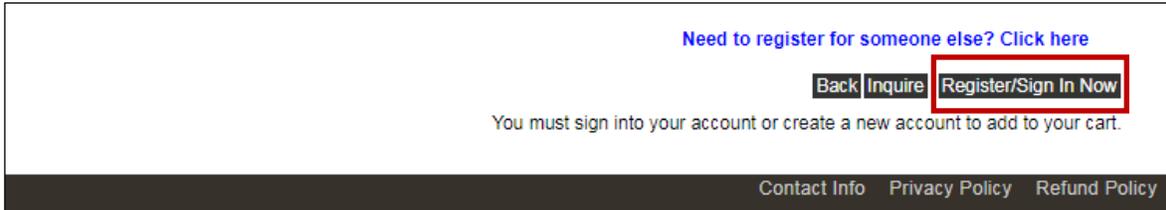
REGISTER ONLINE



Click the Register Online button. You will be redirected to our registration system.

#### IV. STEP 4: Start the Online Registration Process.

On the online registration page, scroll down to the bottom of the page. In the lower right hand-corner, click on **REGISTER/SIGN-IN NOW**.



#### V. STEP 5A: For **RETURNING Students**: Log In to Your Account

If you already have an account with Rutgers Continuing Education, enter your user name and password and click on **LOGIN**. If you do not remember your user name and/or password, click the “Forgot Username” or “Forgot Password” links on the page to have the information sent to the email address associated with your account. If you do not receive an email, please call our registrars for assistance at 848-932-9271, option 2 (8am-4pm, Monday-Friday).

#### STEP 5B: For **NEW Students**: Create a New Account

If you have never registered with Rutgers Continuing Education before, click on **CREATE ACCOUNT** under New Students. Complete the Registrant Profile. **Only fields with an asterisk (\*) must be completed.** Please make note of the username and password that you choose (**TIP:** Use your email address for your username). You will need them to register for future courses! Once you have completed the profile information, click **SUBMIT**.

## VI. STEP 6: Choose Your Fees.

After logging in with your username and password (for returning students) or submitting your Registrant Profile (for new students), you will be directed back to the online registration page for Home Gardeners School.

Scroll to the bottom of the page. The registration fee has already been pre-selected for you. Use the checkboxes to select any other fee options you want to add on. Then click the **ADD TO CART** button.

**Required Fee(s)**

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\$ 75      \*Registration Fee - Early Fee: On or Before February 28, 2019

**Optional: Select as desired from the following optional fee(s)**

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- \$ 20      Workshop Fee - #21 Creating a Living Frame with Succulents
- \$ 40      Workshop Fee - #31 Fresh Flower Arranging
- \$ 0      Handicapped Parking - Handicapped Parking
- \$ 14      Lunch Fee - LUNCH - Ham & Cheese
- \$ 14      Lunch Fee - LUNCH - Roast Beef
- \$ 14      Lunch Fee - LUNCH - Tuna
- \$ 14      Lunch Fee - LUNCH - Turkey
- \$ 14      Lunch Fee - LUNCH - Vegetarian

Please select the name of the person who will be attending this course: Doe, Jane ▼

[Need to register for someone else? Click here](#)

Back
Inquire
Add to Cart

## VII. STEP 7: Add Your Workshops

a. On the *Your Cart* page, click the **REGISTER FOR WORKSHOPS** button:

**YOUR CART** Account: Jane Doe

If Pay Amount edit is available, you may enter an amount less than the full amount due. The balance will be billed. Minimum payment amounts may be in effect. Click the Recalculate button after changing the amount to be paid.

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
AH0201HA19  <a href="#">remove</a>	Home Gardeners School Doe, Jane 3/23/19 - 3/23/19 9:00 AM - 4:00 PM Days: Sa Promo Code: <input style="width: 100%;" type="text"/>				
	*Registration Fee	1	\$ 75	\$ 75	
	Lunch Fee: LUNCH - Ham & Cheese	1	\$ 14	\$ 14	
<b>Sub-Total:</b>				<b>\$ 89</b>	<b>\$ 89.00</b>
<b>TOTAL:</b>				<b>\$ 89</b>	<b>\$ 89.00</b>

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout. Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

Recalculate
Checkout
Continue Shopping

- b. On the next screen, use the checkboxes to select one (1) workshop choice in each of the four (4) time slots. To view the descriptions again, click on the arrow to the left of each workshop name.

**IMPORTANT:** Double check to be sure you have selected one workshop for every timeslot. If you do not, a seat will NOT be reserved for you in your preferred workshop yet the system will still allow you to checkout.

When finished, scroll to the bottom and click the **ADD WORKSHOPS** button. This will bring you back to the *Your Cart* page. (You will not see your workshops listed in your cart, but they will be listed in your confirmation.)

**NOTE ABOUT HANDS-ON WORKSHOPS:** An extra materials fee is typically charged for the hands-on workshops.

- If you selected a hands-on workshop fee in the previous step (step 6), that hands-on workshop will be pre-checked off for you here (step 7).
- If you did not select a workshop fee in the previous step (step 6), you will not be able to register for a hands-on workshop here (step 7).

If you have changed your mind about a hands-on workshop (either you don't want it anymore or you now want to add it), you must click the **Cancel Order** link at the top right and start over, going back to step 6 to choose your fees.

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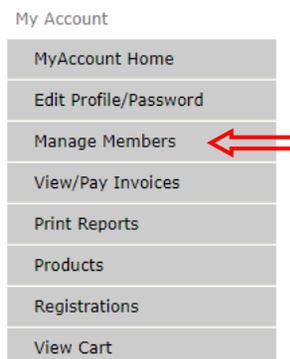
## NEED TO REGISTER SOMEONE ELSE?

If yes, follow Steps 8 & 9 below. If not, skip down to Step 10 (page 6).

**NOTE:** This only works for new users. If the person you wish to register already has an account with us, unfortunately, you cannot connect them to your account; you must contact our Registration Unit (848-932-9271, option 2) to connect your accounts.

### VIII. STEP 8: Create a New Account for Each Person You Wish to Register

- On the left toolbar, click on **MY ACCOUNT** at the bottom
- From the drop-down menu, choose **MANAGE MEMBERS**
- On the next screen, click on **ADD NEW MEMBER**
- Fill in the other person's information, noting the following.
  - Mailing address: whatever you entered on your account will automatically populate here. If the other person's address is different, please edit this information.
  - Enter the other person's email address and phone number so that he/she will receive confirmation messages



- **OPTIONAL:** Enter a user name and password
- If you need to add more people, click the **ADD NEW MEMBER** button again
- When complete, you will see all of the people you added listed on your **MANAGE MEMBERS** page. At any time in the future, you can log into YOUR account and use the links on this “member” page to manage these individuals’ accounts.

### MANAGE MEMBERS

Account: Jane Doe

Members are additional people to which you can add new registrations. This could be a child, a spouse, or even an employee. Use the Add New Member button below to add a new member account. If the person already has an account, but it is not linked to your account as a member, please contact the office and request them to link the account to you as a member account.

For the member accounts listed below, you can register these members in the same manner you would register yourself. However, during the registration process, make sure you select the correct member account before adding the course to the cart. At the bottom of the course detail page just above the Add To Cart button is a list of all your members. Select the correct member name and then add the course to the cart. If you do not use the correct member account name, the registration will be under your name as the person taking the course.

**Add New Member**

Member ID	Member Name	Options
RU41292815	Doe, Johnny	<a href="#">Edit Profile</a> <a href="#">Registrations</a> <a href="#">Invoices</a>
RU41292816	Doe, Suzy	<a href="#">Edit Profile</a> <a href="#">Registrations</a> <a href="#">Invoices</a>

## IX. STEP 9: Register Other People for a Course

**While still logged in to YOUR registration account**, go to the online registration page for Home Gardeners School (if you can't find it, click the Conferences button on the left, search the page for Home Gardeners School and click on the course name).

- Scroll down to the bottom of the page and find the drop-down menu (just above the “Add to Cart” button). You will see **your** name displayed (because your name is at the top of the list of choices).
- On the drop-down, click on the person’s name you wish to register
- Next, click the **ADD TO CART** button

*In this example, Jane Doe is registering Johnny Doe for a course:*

Please select the name of the person who will be attending this course: Doe, Jane ▼

Need to register for someone

[Back](#) [Inq](#)

Go back to the course page and follow these steps to register other individuals. When have finished, move on to the next step.

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## X. STEP 10: Enter Your Promo Code (if applicable)

- On the *Your Cart* page, type in your discount code in the Promo Code box. If you registered multiple people, enter the code on each person's registration record to have it applied to multiple people.
- Click the **RECALCULATE** button to have your discount applied and your new total due calculated.

**YOUR CART** Account: Jane Doe

If Pay Amount edit is available, you may enter an amount less than the full amount due. The balance will be billed. Minimum payment amounts may be in effect. Click the Recalculate button after changing the amount to be paid.

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
AH0201HA19  <a href="#" style="color: blue; text-decoration: none;">remove</a>	Home Gardeners School Doe, Jane 3/23/19 - 3/23/19 9:00 AM - 4:00 PM Days: Ca Promo Code: <input style="width: 150px;" type="text"/>				
	*Registration Fee <a href="#" style="background-color: black; color: white; padding: 2px;">Edit Workshop Choices</a>	1	\$ 75	\$ 75	
	Lunch Fee: LUNCH - Ham & Cheese	1	\$ 14	\$ 14	
Sub-Total:				\$ 89	\$ 89.00
<b>TOTAL:</b>				<b>\$ 89</b>	<b>\$ 89.00</b>

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout. Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

Recalculate
Checkout
Continue Shopping

## XI. STEP 11: Proceed to Check Out.

Review the item(s) in your cart (note that workshop selections will not be listed here but will be printed on your email confirmation).

When you're ready to proceed, click the **CHECKOUT** button.

On the next screen:

- In the professional license field, please enter N/A.
- Please let us know how you heard about the course by making a selection from the drop down menu. If you heard about the course via a brochure, email, or fax blast, please record the Source Code in the box provided. (The Source Code is typically a combination of letters and numbers, such as IH-3021, EM-2222, or FAX-3456.)

- Once you have completed these required questions, click **NEXT**:

**RUTGERS** Continuing Studies

Account: Jane Doe

**REQUIRED INFORMATION**

Please provide all the information requested below.  
This information is needed for registration into the courses in your cart.

**Jane Doe**

AH0201HA19 - Professional License # - if none, enter N/A

Please let us know how you heard of us.  
If the source included a tracking or catalog code, please enter to the right.

Office of Continuing Professional Education

Tracking/Catalog Code:

Next

Brochure  
Email  
Fax  
Newspaper  
Referring Website  
Search Engine  
Social Media  
Word of Mouth

## XII. STEP 12: Place Order.

Review your order for a final time, and check the box that you have read the Refund Policy pertaining to the course(s) you have chosen. Then click **PLACE ORDER**.

You will be taken to ScholarChip, our secure payment portal. Please follow the prompts on this site to submit your credit card and contact information for payment. Upon completion of payment, you will be redirected back to our registration system.

After you complete registration & payment, you will receive:

- An immediate email receipt
- An email registration confirmation (with important course details) on the NEXT business day

**PARKING NOTE:** The Rutgers Department of Transportation Services (DOTS) now requires you to register your vehicle before you can legally park on campus. Failure to do so will result in a citation/fine.

We will provide you the link to register your vehicle online in your email confirmation. However, we may not have the link when you register for the program; in that case, we will send it to you in a follow-up email.