BTB Registration Instructions

1. **Complete the "My Account" information.** (<u>Required your first time to the website</u>)

2. **Select your seminar(s) and/or webinar(s).**

   Select "Attend" to purchase a ticket.
   Select "Buy Ticket" to place the ticket in your cart.

3. **Confirm attendee details.**

   - Seminar / Webinar Title
   - Attendee name and email address
   - Select materials*
       a. Physical book
       b. E-book only (Save $10 per session by selecting e-book only.)
   - Select "confirm"

4. **Select "sign up for more events" and repeat steps 3 and 4 as needed.**

5. **Select "proceed to checkout" when you have registered for all of your desired events.**

6. **Apply Group Discount Code (if applicable).**

   - The coupon code is based on the number of attendees from your company.
       o Group size: 2 - 9 Enter: 110 (Discount of $10 per person)
       o Group size: 10 + Enter: 125 (Discount of $25 per person)

7. **Payment – Credit Card**

8. **Save your confirmation email as this is your ticket to the event.**