BTB Registration Instructions

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

2. **Log-in** (Skip this step if you have established a My Account before.)

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

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

4. **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"

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

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

7. **Confirm contact information and billing address.**

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

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

9. **Payment – Credit Card**

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