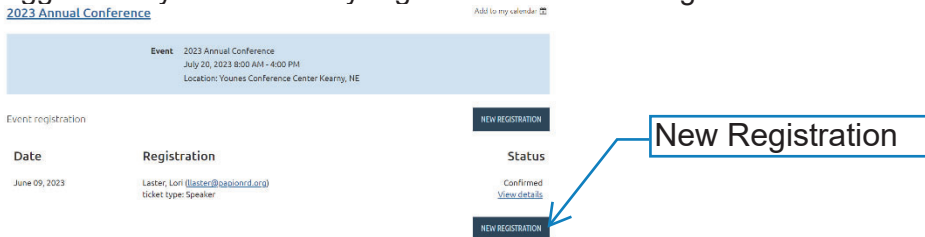


# Instructions for Multiple Registrations

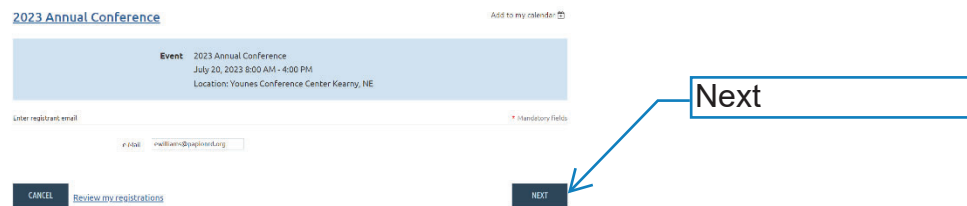


If you are coordinating registration for multiple people/events, this can be done through the following steps.

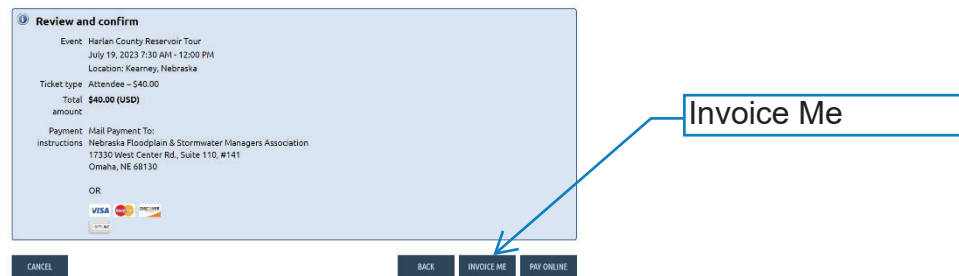
1. You must be logged into [NeFSMA.com](https://www.nefsma.com) before you can begin, especially if you are trying to register for an event at the member rate.
2. Once you're logged in, go to the [Events page](#) and select an event.
3. Click the registration button. The default option will be to register the person who is logged in. If you are already registered select new registration.



4. Enter the email of the person you wish to register. Then click next and complete the form.



5. Click Invoice Me for payment option.



6. Repeat steps 2-4 for each event and/or person you wish to register.
7. When you are finished registering for events, there will be a Balance Due message in the bottom right corner of your screen. You can then either save/print invoices and mail a check or pay all invoices online at the same time.

