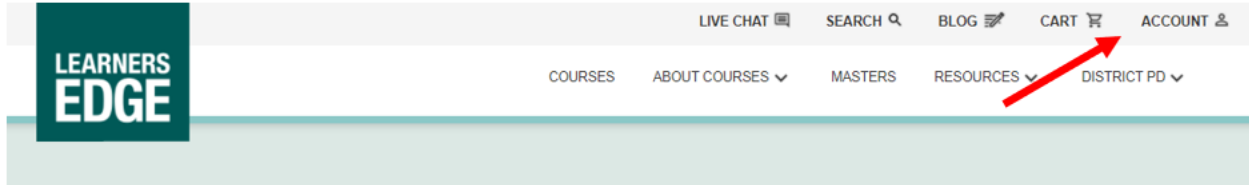


How To Create a Group Code

1. Click on the "Account" button at the top of the screen to log in.



2. Scroll down and enter your email and password.

Sign In

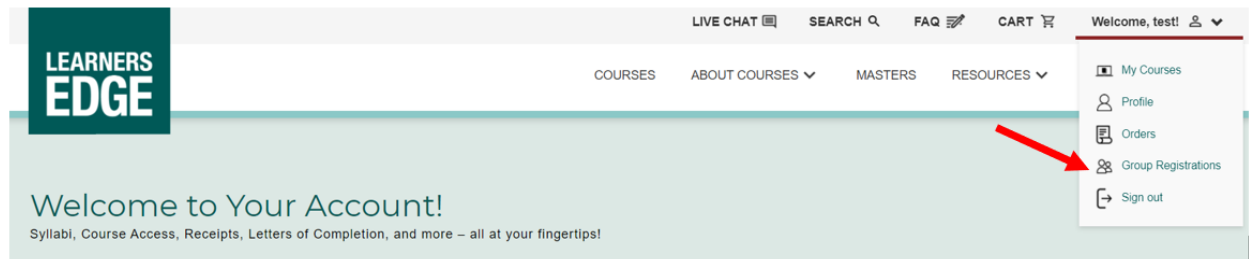
Email

Password

[Forgot password?](#)

[Create a new account](#)

3. Once you're logged in, go to the drop-down menu in the top right corner. Click on the "Group Registrations" button.



4. Scroll down and click on "Create a Group."



Group Registrations

Start a new group or view current or past groups below!



Create a Group



5. Enter the name of your group and your district email.

Group Name *

Course Type

Distance Learning (Online)

Group Open Date

Friday, October 30, 2020 (5:41 PM Central Time)

Group Close Date

Friday, November 20, 2020 (9:00 PM Central Time)

District Email *

6. Enter your school information.

Current School Information

Please click one of the options below:

If you teach at multiple schools, select or enter one school.

School Zip Code

7. Enter the name and contact information of those colleagues you're inviting to join your group. Then click "Save Group."

Invite Members

all fields are required

Number of additional members to invite (between 1 and 100):

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clicking this button will save your group members and INVITE them to join your group.

Each group member will receive an email with registration details and the group code. Everyone may register for whichever course(s) and session(s) work best for them.

Everyone will be prompted for the group code as they near the end of the check-out process. Please remind everyone to enter the full group code, including the GRP and the dashes.

The group discount **will not** be applied at the time of checkout. The registrant will be charged 50% of their order total at order submission. Course materials will be shipped right away. Please feel free to [contact us](#) if you would like any assistance with this step. The group will remain open for 21 days.

Once the group is automatically closed, the final group discount will be determined based on the group size. The applicable discount will be applied to each registration and the final payment will be charged for the outstanding balance.

More questions? [We're just a chat or phone call away.](#)