How to Register Yourself and/or Another User for an AASLH Professional Development Event


2. This will bring you to the AASLH Resource Center ([learn.aaslh.org](http://learn.aaslh.org)).
3. Login by entering your **AASLH Profile username and password** in the left-side menu, then click the button labelled “Log In.” (A dialogue box will notify you that you have successfully logged in and your name will appear in the left side-menu).

   **If you don’t know your login credentials, contact membership@aaslh.org.**

4. To find a Live Webinar, Online Course, or Workshop, click the “Upcoming Events” section.
5. Find your Professional Development Event and click the green “Register” button.

6. You will be given the option to complete your registration now or complete your registration later. If you are ready to check out, click “Complete Registration Now.”

7. If you clicked “Complete Registration Now” you will be directed to your cart. If you did not and are ready to check out, click “My Cart” in the left-side menu or upper menu bar.
8. If you need to change the registration to another user, click the gray “Change” button. If you are participating in the Live Webinar, Online Course, or Workshop but need to add another staff member, click the green “Add A Registration For Another User” button.

9. After clicking either button in Step 8, you will be directed to a screen prompt to search for the person by email. Once the person is found, you can update the registration. Repeat from Step 8 if you need to add additional staff.

   If the person you would like to add or change the registration to is not found, they may not have a Staff Profile set up or may not be activated in the Resource Center. Please see the “Creating a Staff Profile” document for more information.

10. Once the registrations are complete, you can proceed with the checkout by submitting your payment. You will receive a confirmation after completing the payment process and each registrant will receive a registration confirmation email.

Questions? Email learn@aaslh.org or call 615-320-3203.