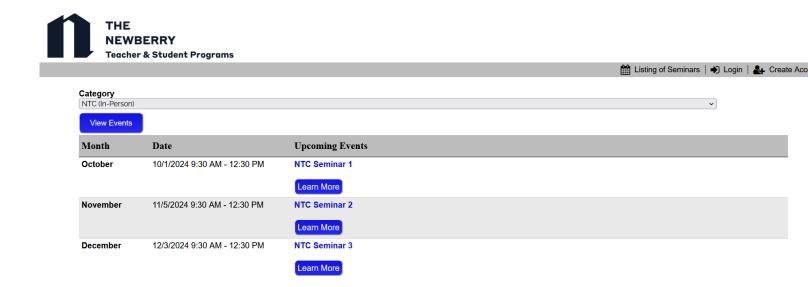


We are pleased to offer a streamlined registration process through the online platform Learning Stream. This registration guide will address 1) teachers registering individually and 2) administrators registering multiple teachers. **Registration will open on Monday, August 25, 2025 at 8:00 AM** (Central Time). Please review this guide and set up an account (see instructions below) before registration opens to expedite your transaction. **Please do not register for seminars before setting up your account.**

1) How to Register as an Individual

- 1. Visit the Newberry Teacher Programs landing page, linked <u>here</u>. This calendar lists all NTC seminars, searchable by NTC and NTC+.
- 2. Set up your account by clicking **Create Account** in the top right-hand corner. Create your account by entering your contact information and confirming your account. Please save your newly created password for future login purposes and or your own records.
- 3. When registration opens on August 25, follow the <u>link</u> to the landing page and login to begin registering for seminars.
- 4. When you are ready to register for a seminar, select a seminar from the list by selecting **Learn More**.





5. Then click the **Register Now** button on the seminar page.

	🛗 Listing of Seminars	➡ Login	Create Accour
NTC Seminar 3			
Tuesday, December 3, 2024 9:30 AM to 12:30 PM Central Time (US & Canada)			
Spaces remaining: 20			
Register	Cost		
Register Now	NTC seminars cost \$180 per person. If pur more NTC seminars, the price is lowered to	chasing six o \$150 per p	or erson.

6. Select **Register** next to your name when prompted on the next page.

Ń	THE NEWBERRY Teacher & Student Progra	JMS				
			▲ Welcome: Walter Newberry Listing of Seminars	Pending Registrations: 0	🛛 🔕 My Account (Logout
_						
0	Options	Name	Email		Status	
G	Register	Walter Newberry	teacherprograms@newberry.org		Eligible	

7. Review and fill out the registration form. Select pricing according to the number of three-hour seminars purchased:

\$200.00 for 1 to 5 seminars, and \$170.00 for 6 or more seminars.

For five-hour seminars purchased:

\$270.00 for 1 to 5 seminars, and \$240.00 for 6 or more seminars.

Please note that you will be prompted to enter your IEIN (Illinois Educator Identification Number). Submission of an IEIN is required if you plan to receive professional development credit. (IEIN information can be found <u>here</u>.)

- 8. Click **Submit Registration**. You can go back to **My Account** at any time to review, update, or change your information or registration details.
- 9. You can choose to register for additional seminars by repeating Steps 4 through 8.
- 10. When you are ready to checkout, click **Click Here to Checkout Now**.



- 11. You will be prompted to make a payment selection. You can pay for seminars via Purchase Order (for CPS schools only) or request an invoice to be paid by check.
- 12. Once the payment option has been selected and submitted, your statement will appear on the screen. You will receive an email confirmation shortly following each transaction.
- 13. Registration and account information can be changed, edited, and updated at any time by logging into your account.



2) How to Create Group Registrations

- 1. Set up your account by clicking **Create Account** in the top right-hand corner. Create your account by entering your contact information and confirming. Please save your newly created password for future use, and document it for your own records.
- 2. Click on **My Account** that is now in the top right-hand corner.
- 3. Choose the button to Add Another Person to Your Account.

	BERRY Ir & Student Programs		
		🛔 Welcome: Walter Newberry 🋗 Listing of Sen	minars 🕰 Pending Registrations: 0 🔕 My Account 🕞 Lo
Account View:	Account Information		v
		Registrants Assigned to Your Account	
Options	Name	Email	Status
Edit	Julia Rosa Newberry	newberryjr@newberry.org	Active
Edit	Mary Louisa Newberry	newberryml@newberry.org	Active
Edit	Walter Newberry (Account Owner)	teacherprograms@newberry.org	Active
		Add Another Person to Your Account	

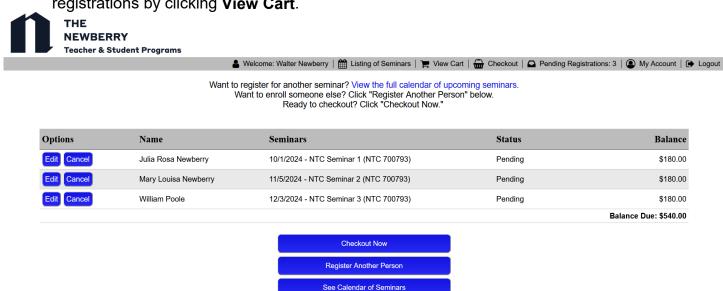
- 4. Add teacher information. Please note that any changes to registrations would have to be made through the administrator account. Individual teacher profiles can be managed by only one administrator at a time.
- 5. Repeat Steps 3 and 4 for each teacher you would like to register for seminars on August 25.
- 6. Please request each teacher taking seminars for professional development credit to provide you with their IEIN (Illinois Educator Identification Number), which you will be prompted to enter with each registration. (IEIN information can be found <u>here</u>.)
- 7. When registration opens on August 25, follow the <u>link</u> to the landing page and login to begin registering teachers for seminars.
- 8. When you are ready to register a participant for a seminar, select a seminar from the list by selecting **Learn More** and then click the **Register Now** button on the seminar page.



9. Select **Register** when prompted on the next page next to the teacher you are registering for this seminar.

Email newberryjr@newberry.org	Status Eligible
newberryjr@newberry.org	Eligible
	-
newberryml@newberry.org	Eligible
teacherprograms@newberry.org	Eligible
poolew@newberry.org	Eligible
	teacherprograms@newberry.org

- 10. Review and fill out the registration form.
- 11. Click **Submit Registration**. You can go back to **My Account** at any time to review, update, or change registrant information or registration details.
- 12. You can choose to register teachers for additional seminars by following Steps 9 through 11. You can add teacher profiles to your account at any time - before or after registration opens.
- 13. When registering, please check that all contact and school information is correct, along with an IEIN (if applicable).
- 14. Once you have registered all teachers for their respective seminars, review all seminar registrations by clicking **View Cart**.





- 15. When you are ready to checkout, select **Click Here to Checkout Now**.
- 16. You will be prompted to make a payment selection. You can pay for seminars via credit card, request an invoice to be paid by check, or Purchase Order (for CPS schools only).
- 17. Once the payment option has been selected and submitted, your statement will appear on the screen. You will receive email confirmation shortly.

Thank you for submitting your registration! You will receive email confirmation of your registration shortly.

		REGISTRATIONS		
Date	Description	Event	Status	Total
6/10/2024	Registration - Julia Rosa Newberry	10/1/2024 - NTC Seminar 1 (NTC 700793)	Confirmed	
	Purchasing 1 to 5 seminars			\$180.00
			Registration Total:	\$180.00
6/10/2024	Registration - Mary Louisa Newberry	11/5/2024 - NTC Seminar 2 (NTC 700793)	Confirmed	
	Purchasing 1 to 5 seminars			\$180.00
			Registration Total:	\$180.00
6/10/2024	Registration - William Poole	12/3/2024 - NTC Seminar 3 (NTC 700793)	Confirmed	
	Purchasing 1 to 5 seminars			\$180.00
			Registration Total:	\$180.00
				Statement Balance: \$540.00

You can access a full registration summary under **My Account** at any time. This is also where you can edit or change registrations before or after checking out.

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Questions? Please contact Oliver, Program Coordinator, via email at <u>oliver@newberry.org</u> or phone at (312) 255-3525.