

## Signing Up for Training Classes through NASRO

1. If you don't have a profile with NASRO, create a profile on the NASRO website ([www.nasro.org](http://www.nasro.org)). If you aren't sure if you have a profile, call us (888-316-2776) and we can check for you. **DO NOT create an additional profile!** Choose **Basic Contact**, NOT Membership, when creating your profile.

Choose one of the following account types:\*

**BASIC CONTACT:**  
 No, I do not wish to pay for a membership at this time.  
Register to gain access to sign up for training and receive notification of future trainings.

**MEMBERSHIP:**  
Yes, I am ready to pay for this membership to begin receiving membership benefits.  
 Invoice Me (Benefits will begin once payment is received). -or-  Use Credit Card

2. After creating your NASRO profile, log onto the website with the information you created. Go to the navigation bar at the top of the page and choose the **Training Calendar** from the **Training dropdown menu**. This will take you to the NASRO calendar to select your session.



When you click on the session you want, you will see the location, as well as details of the event, including the training site location. Click on the blue registration box.

**West Salem, WI**

**Details**

Event Type: AMHT-SRO  
Event Date: March 14, 2019 - March 15, 2019  
Event Time: 8:00 AM  
Event Status: Contract  
Available Seats: 31  
Current Registration: 19  
Registration Price: \$0.00

**Host Location**

Wisconsin Dept. of Justice  
Madison, WI

**Training Site**

CESA 4  
923 Gardland Street East  
West Salem, WI 54669

**Register for West Salem, WI**  
DO NOT REGISTER SOMEONE ELSE UNDER YOUR USERNAME!

3. This will be the first registration screen that you will see. It's already filled in. Simply click on STEP 2.

**Step 1: Details/Coupon for [AMHT-SRO]**

Price: (Non-Member: \$0.00) (Member: \$0.00)

Event Details:  
Date(s): 2019-10-16 – 2019-10-17  
Location: Wisconsin Rapids, WI  
Seats Remaining: 38/50 (Unpaid Registration Spots)

Coupon Code?

**STEP 2: COMPLETE REGISTRATION**

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4. Make any necessary corrections to the 'Invoice To' Details, then go to the bottom and click on **Step 3: Pay via invoice**.

### Step 2: Payment Options

Choose how you wish to complete this registration.

[STEP 3: PAY VIA CREDIT CARD \(ENTER CC# ON NEXT STEP\)](#)

-or-

**Enter 'Invoice To' Details:**

Invoice To:	<input type="text" value="Pam Walker"/>
Invoice Organization:	<input type="text" value="NASRO"/>
Invoice Phone:	<input type="text"/>
Invoice Email:	<input type="text"/>
Address:	<input type="text" value="2020 Valleydale Road, Suite 207A"/>
City:	<input type="text" value="Hoover"/>
State:	<input type="text" value="Alabama"/>
Zip:	<input type="text" value="35244"/>
DOJ/COPS FY2013 CHP Grant #?	<input type="text"/>
Purchase Order #?	<input type="text"/>

[STEP 3: PAY VIA INVOICE \(CLICK TO FINISH & SUBMIT REQUEST\)](#)

5. This is the final step. When this window appears, you are officially registered for your session!

### Step 3: Pay Via Invoice

Your registration request will be processed - see below.

Invoice successfully submitted. An invoice will be sent to the contact specified, once processed.