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). **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.

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.

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

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