

How to Complete a Group Registration

To register multiple people from your organization all at once with only one credit card transaction, you can complete a Group Registration.

Did we also mention that if your organization sends a larger group via a Group Registration, it can save you money?

Important Note: AssetWorks will be offering a volume discount of \$999 per person to groups of 10 attendees or more.

Here are the quick and easy steps to register your group for Academy.

1. Visit the [AssetWorks Academy website](#).
2. Click **Register** and enter the event passcode.
3. Enter your personal information and select your registration type.
4. Select your registration items and your sessions. When you are finished building your personal agenda for Academy, click **Next**.
5. The **Registration Summary** page will recap your personal information and selected agenda. Instead of clicking **Next** and proceeding to the payment screen, click the **Add Group Member** button.

Agenda

Item	Date	Price
Admission Item		
Sessions		

Add Group Member

6. You'll be prompted to repeat the above steps for each registrant until your full group has been added. You will see each member and their selected agenda on the **Registration Summary** page as you continue through the group registration process.
7. Once your group is complete, click **Next** to proceed to the payment screen. Your discount should automatically populate on the **Order Summary** page.
8. You're all set! We look forward to having you with us for the AssetWorks Academy. Please contact fleetuc@assetworks.com if you have any questions.