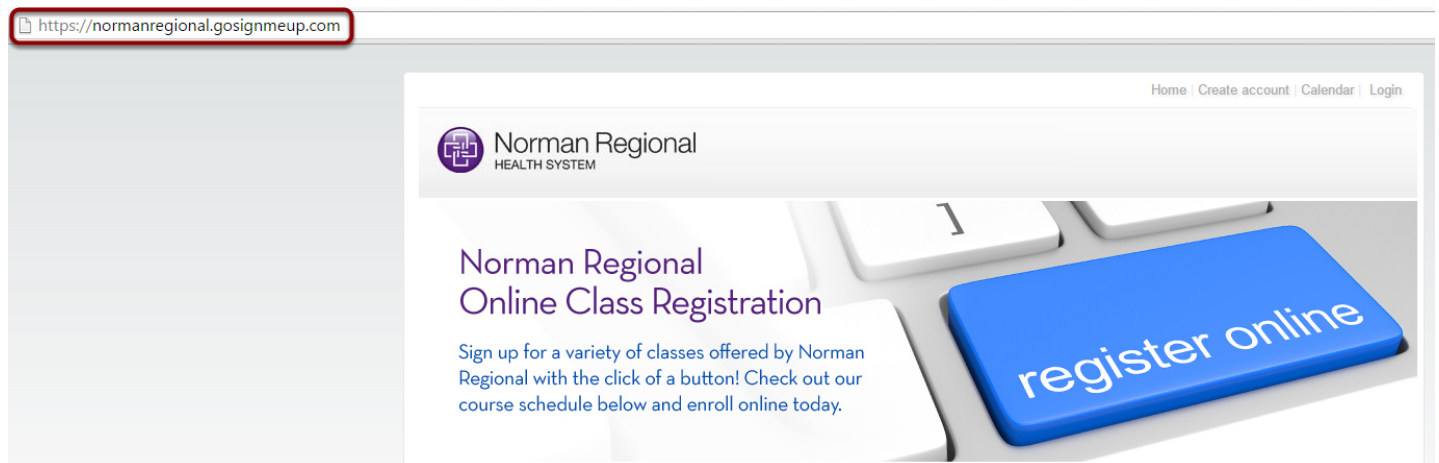


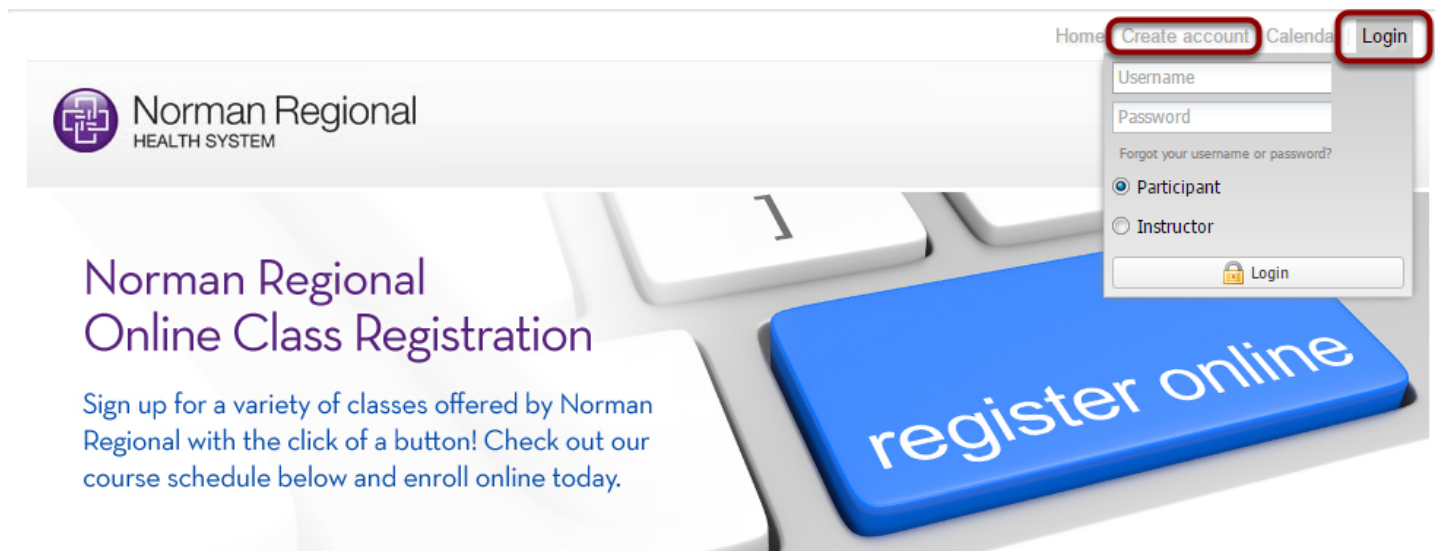
How Do I Register for a Norman Regional Course

This lesson will show you how to use our registration software.

**1) Make sure you are on our registration site at:
<https://normanregional.gosignmeup.com>**



2) The first thing you will want to do is create an account. Or login using your Username and Password if you already have one.



3) To create an account, please fill in all required information. Click on "Agree and Create Account" to proceed.

Welcome Visitor

User Registration

Please enter information required.

Student Information

First Name *

Last Name *

Username *

Password *

Confirm Password *

E-mail Address *

Confirm E-mail Address *

Affiliation *

Organization *

Employee ID#:

Demographic

Address *

City *

State *

Zip *

Home or cell phone *

Do you agree to the terms and conditions of our [Registration Policy](#)?

Agree and Create account

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You must agree to our Registration Policy to continue.

4) On the home page, you can search for courses in different ways.

Welcome Anthony Test

Search

Empty

Browse Courses

From Until

Show All

Course name	Start date	Time	Location	Default sort
<u>ACLS ONLINE</u>	ONLINE COURSE - SEE DESCRIPTION FOR OBTAINING AN ACCESS CODE	ONLINE PROGRAM - SELF PACED		
<u>SELF PACED ONLINE COURSE</u>				\$1,000.00 - Community - Community
<u>BLS / CPR CERTIFICATION COURSE</u>	1/5/2016	10:15 AM	Norman Regional Education Center	Closed Enrollment
				\$40.00 - Community - Community
<u>QUITSMART TOBACCO CESSATION CLASS</u>	1/5/2016	6:00 PM	Norman Regional Health System	Closed Enrollment
				\$10.00 - Community - Community
<u>WELL BABY - SERIES</u>	1/5/2016	6:00 PM	Norman Regional Education Center	Closed Enrollment
				\$35.00 - Community - Community
<u>BREASTFEEDING CLASS</u>	1/6/2016	6:30 PM	Norman Regional Education Center	Closed Enrollment
				\$20.00 - Community - Community
<u>CHILDBIRTH - SERIES</u>	1/7/2016	6:30 PM	Norman Regional Education Center	Add to cart
				\$60.00 - Community - Community
<u>BLS / CPR RECERTIFICATION COURSE</u>	1/11/2016	9:00 AM	Norman Regional Education Center	Add to cart

1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

How Do I Register for a Norman Regional Course

6) Here is the courses information page. You can see more information about the course here.

The screenshot shows a web page for the "2003 CHILDBIRTH - SERIES" course. The page is divided into several sections, each highlighted with a red box and a numbered callout (1-7). Callout 1 points to the course title and breadcrumb navigation. Callout 2 points to a descriptive paragraph about the 4-night series. Callout 3 points to the contact information and a map of the location. Callout 4 points to the "Dates and Times" section, which lists the start date and session times. Callout 5 points to the "Instructor" section, which includes a photo of Robin Hunt. Callout 6 points to the "Additional Offering(s)" section, which lists other offerings of the course. Callout 7 points to the "Add to cart" button in the top right corner.

1) **2003 CHILDBIRTH - SERIES**

2) This 4-night series includes topics of premature labor, stages of labor, coping tools, breathing and relaxation, a birth film, medications and a tour of the Healthplex Labor & Delivery & Nursery. **EARLY REGISTRATION FOR THIS COURSE IS IMPORTANT.** It is advisable to begin the class series around the 28th week of pregnancy.

3) **Contact**
Carol Reed or Rachel Perryman
405.307.1777 or 405.307.1730

Location

Map Satellite
Norman Regional Education Center, 901 N. Porter Ave.
Norman, OK 73070
Additional Information: 4th class will be tour of the Healthplex

4) **Dates and Times**
Starts: Thu, Jan 7, 2016 6:30 PM
Sessions:
Thu, Jan 07, 2016 6:30 PM - 9:00 PM
Thu, Jan 14, 2016 6:30 PM - 9:00 PM
Thu, Jan 21, 2016 6:30 PM - 9:00 PM
Thu, Jan 28, 2016 6:30 PM - 9:00 PM
Registration closes: Wed, Jan 6, 2016

5) **Instructor**
Robin Hunt

6) **Additional Offering(s)**
[CHILDBIRTH - SERIES](#) Starts: 1/4/2016 - 6:30 PM
[CHILDBIRTH - WEEKEND](#) Starts: 1/23/2016 - 9:30 AM Status: Space available
[CHILDBIRTH - SERIES](#) Starts: 2/4/2016 - 6:30 PM Status: Space available
[CHILDBIRTH - SERIES](#) Starts: 2/8/2016 - 6:30 PM Status: Space available

7) **Add to cart**
Pricing
\$60.00 - Community - Community

1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.

2) This area shows a description of the course

3) This area shows the contact, credits, location and any visual icon for the course if any.

4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.

5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

6) Additional Offerings is where you can see courses with same name but may be offered at different times.

7) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

7) You can continue adding courses to your cart, or click on the cart to see what is in there.

Search

1 item

Welcome Anthony Test

Browse Courses

Course name	Start date	Time	Location	Default sort
ACLS ONLINE	ONLINE COURSE - SEE DESCRIPTION FOR OBTAINING AN ACCESS CODE	ONLINE PROGRAM - SELF PACED		
SELF PACED ONLINE COURSE				\$1,000.00 - Community - Community
BLS / CPR CERTIFICATION COURSE	1/5/2016	10:15 AM	Norman Regional Education Center	Closed Enrollment
				\$40.00 - Community - Community
QUITSMART TOBACCO CESSATION CLASS	1/5/2016	6:00 PM	Norman Regional Health System	Closed Enrollment
				\$10.00 - Community - Community
WELL BABY - SERIES	1/5/2016	6:00 PM	Norman Regional Education Center	Closed Enrollment
				\$35.00 - Community - Community
BREASTFEEDING CLASS	1/6/2016	6:30 PM	Norman Regional Education Center	Closed Enrollment
				\$20.00 - Community - Community
CHILDBIRTH - SERIES	1/7/2016	6:30 PM	Norman Regional Education Center	Checkout
				\$60.00 - Community - Community
BLS / CPR RECERTIFICATION COURSE	1/11/2016	9:00 AM	Norman Regional Education Center	Add to cart
				\$30.00 - Community - Community

8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".

Search

1 item

Welcome Anthony Test

Course name	Start date	Time	Location	Default sort
ACLS ONLINE	ONLINE COURSE - SEE DESCRIPTION FOR OBTAINING AN ACCESS CODE	ONLINE PROGRAM - SELF PACED		
SELF PACED ONLINE COURSE				\$1,000.00 - Community - Community
BLS / CPR CERTIFICATION COURSE	1/5/2016	10:15 AM	Norman Regional Education Center	Closed Enrollment
				\$40.00 - Community - Community

CHILD BIRTH - SERIES


\$60.00

Sub-total: \$60.00

Empty cart

Checkout

9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step" to enroll in the course.

 1 item

Welcome Anthony Test

✓

Log in/ Create Account

2

Review

3

Payments

4

Receipt & Confirmation

[Add more courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Price	
2003 CHILDBIRTH - SERIES - 2650 <i>Community</i>	1/7/2016	6:30 PM - 9:00 PM		
	1/14/2016	6:30 PM - 9:00 PM	\$60.00;	✕
	1/21/2016	6:30 PM - 9:00 PM		
	1/28/2016	6:30 PM - 9:00 PM		

Sub-total: \$60.00

Discount: 0

Sales Tax: \$0.00


Total: \$60.00

[Proceed to Payment](#)

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Please answer any of the required questions/pre-requisite requests before you proceed. *Note if there is no payment required, this will enroll you in the course.

10) For credit card payments click on "Place Order Now" to be taken to the payment screen. Or choose another payment option.

 1 item

Welcome Anthony Test

✓

✓

3

4

Log in/ Create AccountReviewPaymentsReceipt & Confirmation

Payment Amount: \$60.00

Payment options

Credit/Debit Card

Credit/Debit Card


Sooner Care / Medicaid


Purchase Order

You must press the button below to complete registration.

Place Order Now

11) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

 Norman Regional
HEALTH SYSTEM

 1 item

Welcome Anthony Test

✓

✓

✓

4

Log in/ Create AccountReviewPaymentsReceipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:

Date:1/5/2016 1:37 PM
Registration number:COMGFT9J3084196
Username:anthony@gosignmeup.com

Participant Information:

Anthony Test
Street
city , ca , 92626
anthony@gosignmeup.com
5555555555

Payment Details:

Purchase OrderTEST

Order Details

Course name	Course#	Dates	Status	Price
CHILDBIRTH - SERIES	2003	1/7/2016 6:30 PM - 9:00 PM 1/14/2016 6:30 PM - 9:00 PM 1/21/2016 6:30 PM - 9:00 PM 1/28/2016 6:30 PM - 9:00 PM	Enrolled	
Total:				\$60.00
Discount:				\$0.00
Total Amount Paid:				\$0.00

Print Receipt

Continue Shopping For CoursesBack To User Home

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You will also get a confirmation email sent to you.