**How to Get a Volume Discount and Register Your Team for Local Government 101 in 10 Easy Steps**

*(NOTE: We are using test accounts at the NONMEMBER rate for illustration purposes only.)*

1. Choose the product and click REGISTER.
2. Click COMPLETE REGISTRATION NOW.
3. If you are NOT taking the course you should first change the registrant name to add your first person.



1. Enter e-mail. NOTE: The person you are registering must have already logged into <http://classroom.icma.org> at least once in the past to be recognized in the system.



1. Click CHANGE USER



1. Add registration for another user.



1. Enter another user.



1. Volume discounts will automatically apply.



1. Continue to click ADD A REGISTRATION FOR ANOTHER USER until you are finished. If you are eligible for a higher volume discount, it will automatically apply when you reach that volume.
2. Complete payment and the sessions will appear in everyone’s DASHBOARD.

***Two important notes:***

1. ***The volume discount applies to both learning tracks (Equity & Inclusion or Disaster Preparedness), so you may add a second learning track and assign team members to any combination of tracks adding up to your 2, 5, or 10 volume discount thresholds.***
2. ***If a member registers a team, EVERYONE gets the member rate along with the volume discount.***