How To Add a Workshop to an Existing Registration...

Step 1: Please have your credit card ready. Go to NCURA's web page at www.ncura.edu.

Step 2: Enter your User ID (your e-mail address) and password. Click the blue Login button.

Step 3: Click on “My Dashboard” at the top of the screen next to your name.
Step 4: Select “My Event Registrations” from the “Events” section.

Step 5: Click to “Edit” the event you want to modify

Step 6: Scroll down until you see the workshop under “Available Functions”. Click the box next to your selection.
Step 7: Scroll down to the bottom of the page and select “continue” to pay for the addition by credit card.

![Image of credit card payment interface]

Step 8: The newly added function will show just above the credit card section.

![Image of payment options]

Step 9: Submit your payment using the update registration button. The payment will secure your guest ticket.

Thank you for registering!