

## **2025 Community & Economic Engagement Summit**

### **How to Multiple Enroll Attendees**

After completing the profile for the first person:

1. Select the “Add More Courses/Events”
  2. Click on the name of the event
  3. On the right, select “Multiple Enrollment”
  4. Add New Student
  5. Enter (Name, Email, Meal Preference)
  6. Click on Save and OK
- Repeat Steps 1-6 to add more people
7. When all names are entered, select the “Click When Finished”
  8. Select “Checkout,” enter the “Coupon Code,” and then “Apply Coupon” (if a coupon is provided). If not, click on “Proceed to Payment.”
  9. Enter credit card information and “Place Order Now.”