

# **How to Register for Full Year Subscription**

## **If you are already a Webber Training Member**

1. Connect to [www.webbertraining.com](http://www.webbertraining.com)
2. Click on Member Login
3. Enter your Username and Password and click on Enter. If you cannot remember your Username or Password click on "Forgot Your Password" and enter your e-mail address. Your Username and Password will be immediately e-mailed to you.
4. You will now be in your Member's Page. Click on "Year Subscription".
5. Click on the year in which you are interested.
7. Select to be invoiced or to pay by credit card and click Yes, Sign Up for Teleclass.
8. If you selected to be invoiced a copy of the invoice will appear on the screen and will also be e-mailed to you. Click Continue to return to your Member's Page where you will see the teleclass(es) for which you just registered listed there.
9. If you select to pay by credit card (Visa, Master Card, American Express) you will be taken to a secure server and asked for your name address, etc. When you are done it will return you to your Member's Page.
10. Your registration confirmation will be e-mailed to you right away.

## **If you are not yet a Webber Training Member**

1. Connect to [www.webbertraining.com](http://www.webbertraining.com)
2. Click on Become a Member
3. Enter the facility name, your name, your choice of Username and Password, and all of the contact information requested.
4. Click Please Register Me at the bottom of the page and wait a few moments for the server to process your registration. If you used an identical Username or Password as an existing Member it will invite you to re-enter something else.
5. You will now be in your Member's Page. Click on "Year Subscription".
5. Click on the year in which you are interested.
7. Select to be invoiced or to pay by credit card and click Yes, Sign Up for Teleclass.
8. If you selected to be invoiced a copy of the invoice will appear on the screen and will also be e-mailed to you. Click Continue to return to your Member's Page where you will see the teleclass for which you just registered listed there.
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10. Your registration confirmation will be e-mailed to you right away.

If you need help at any time contact Paul Webber [paul@webbertraining.com](mailto:paul@webbertraining.com)