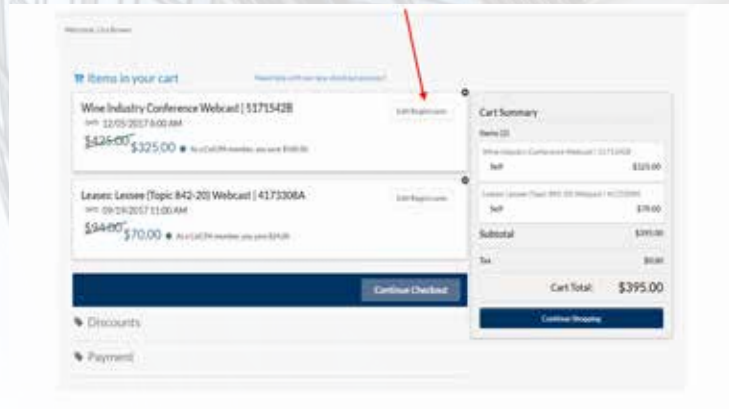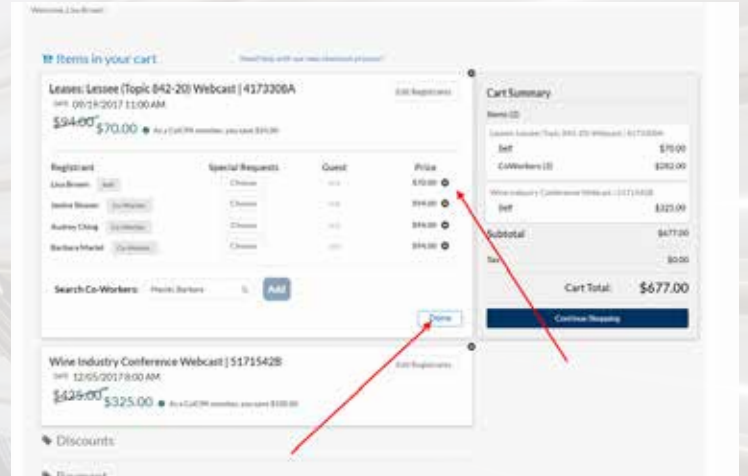# How to Register Multiple People Using Share100 Online
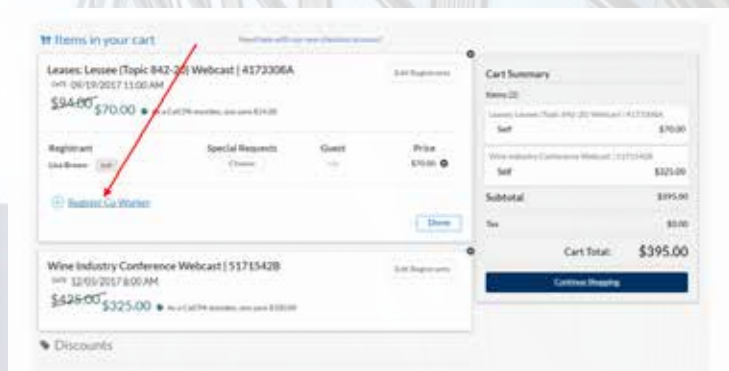
1. Add the event(s) to your shopping cart.

2. For the first event, click Edit Registrants from the top right corner of event listing.

3. Click Register Co-Worker.

4. To add co-workers to the registration, type their last name in the Search Co-workers box. Note: For firms with multiple offices, the search field will access all locations.

   If you cannot locate the name of your co-worker, you must either create a new record linking him or her to your organization or contact customer service at calcpa@calcpa.org or (800) 922-5272.

5. Click on the name of the registrant you would like to register, then the Add button. Note: You can add multiple people by repeating step 4.
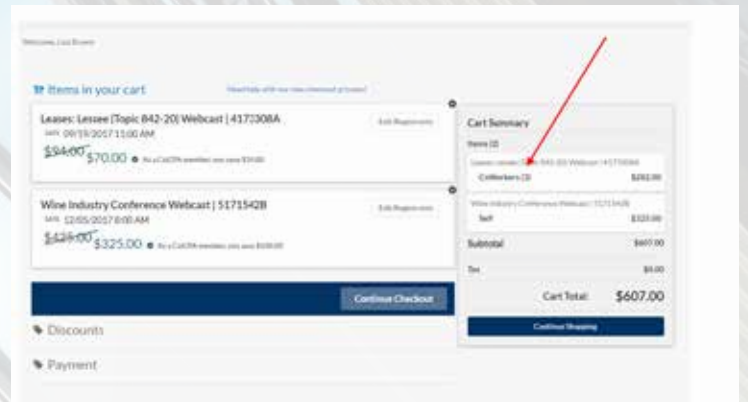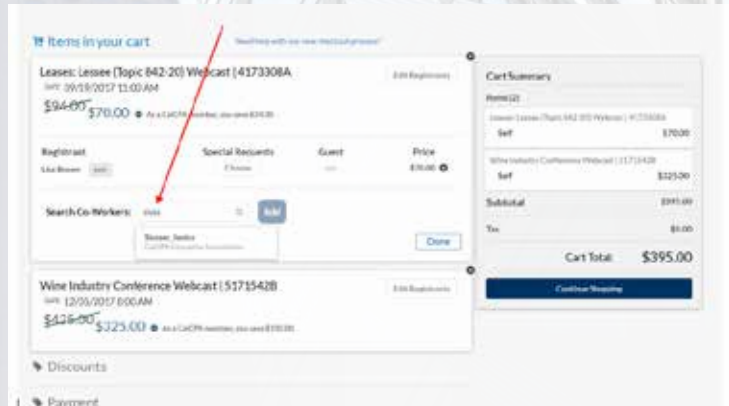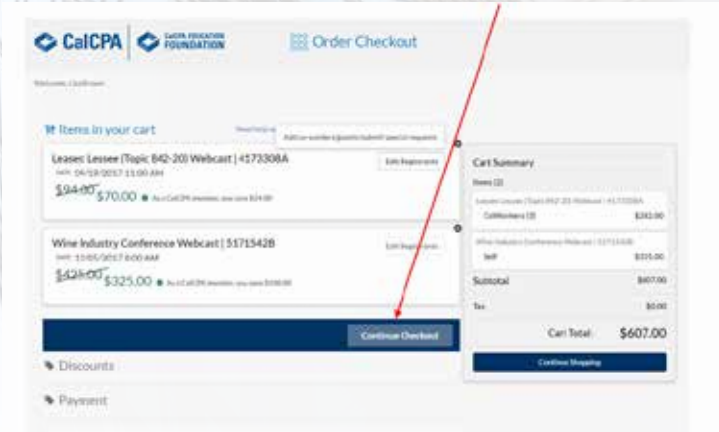

6. If you do not want to attend the event and want to remove yourself from the registration, first make sure to add all of your co-workers you'd like to register. Once all of your co-workers have been added, click on the appropriate X to remove yourself. Once you are done removing your name from the registration, click Done.

7. Your cart will then look like the below. Note: The cart summary indicates three co-worker registrations as "CoWorkers (3)."

8. Repeat steps 2 through 7 for any other events you'd like to add. If there are none, proceed to step 9.

9. Once all registrants for all events have been added to the cart, click Continue Checkout.

10. In the Discounts page, enter your Share100 code in the box for each registrant. Then click Apply and the Cart Total should change to $0.
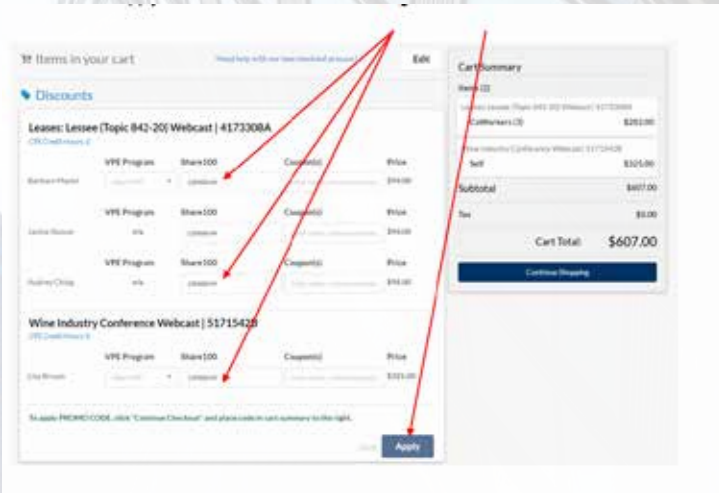
11. Once the Share100 code has been applied and the Cart Total is $0, click Place Order at the bottom of the page in the center to complete your order.

12. You're done! You will get an email confirmation reflecting all registrations and the other registrants will receive an email confirmation of the event details.

    You can access a summary of Share100 transactions by logging into My Account > My Transactions/Discounts.