



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

School of Dentistry


Office of Continuing Education

Group Registration

Office of Continuing Education

How to Register More than One Person for a CE Event

- 1) Go to go.vcu.edu/dentistryce.
- 2) Select “Login” in the upper right-hand corner.

[Listing of Events](#) | [Login](#) | [Create Account](#) | 

- 3) Enter your User ID and password; this is specific to you. You have an account if you’ve ever attended a CE course in the last nine (9) years.
 - If you do not have an account, click on “**Create Account**”.
 - For group registrations, it’s best for the office manager/administrator to have the main account and add registrants as needed.

Office of Continuing Education

- 4) Once logged in, you should see the listing of events. Click on the course you are interested in.

Upcoming Events

An individual-specific email address is needed to register. It allows the system to identify you when accessing your account. If you wish to register more than one person, please review our [Group Registration Guide](#).

Month	Date	Upcoming Event
March	3/11/2016 2:20 PM - 5:00 PM	Clinical Teaching Faculty Development
	3/12/2016 8:30 AM - 12:30 PM	Dental Radiation Safety Certification Event is Full To become certified to take dental x-rays in Virginia.
	3/18/2016 8:00 AM - 3/19/2016 4:30 PM	Minimal Adult Oral Sedation
	3/19/2016 8:00 AM - 5:00 PM	2016 VCU School of Dentistry Annual Dental Conference Courses for everyone on the team!
	3/19/2016 8:00 AM - 10:15 AM	Improved Patient Care through Lawsuit Protection and Prevention
	3/19/2016 8:00 AM - 12:15 PM	Overview of Oral Medicine - Oral Mucosal Lesions, Orofacial Pain and Dry Mouth Essentials: Clinical Pearls for Dental Practice
	3/19/2016 8:00 AM - 3:00 PM	Spanish for the Dental Professional Can you confidently treat Spanish-only speaking patients without confusion, frustration and discomfort interfering? Let us provide you with the tools to interact and effectively treat your Spanish-only speaking patients. Join us for this redesigned course that includes both didactic and clinical components!
	3/19/2016 8:00 AM - 11:15 AM	The Secret to Power, Precision and Prevention: Advanced Reinforced Periodontal Scaling Techniques
	3/19/2016 10:15 AM - 12:15 PM	Dental Billing and Insurance: Navigating the Business of Dental Coding and Reimbursement
	3/19/2016 12:30 PM - 4:30 PM	Fabrication of Provisional Crowns and Bridges
	3/19/2016 12:30 PM - 3:30 PM	The Secret to Power, Precision and Prevention: Advanced Reinforced Periodontal Scaling Techniques

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- 5) Click on “[Register Now – Individual Registration](#)”.
- 6) You will then see a list of registrants assigned to your account.
- 7) You may register yourself or add another registrant to your account. When you select “[Click Here to Add Another Registrant to Your Account](#)” the registration form for the event will be displayed. Enter the necessary information and submit the form.

Registration

Registrants Assigned to Your Account

To register a person from your account click on the [Register] option next to their name below.

Options	Name	Status
[Click to Register]	Pamela Flynn	Eligible
[Click to Register]	Perry Jones	Eligible

[Click Here to Add Another Registrant to Your Account](#)

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8) The screen will display a statement and a registration message.

Registration

Your registration for *Fall Wine Weekend at Wintergreen Resort* on 10/14/2016 has been added to your cart.

Your registration(s) is not confirmed until you checkout.

Select one one of the actions below:

- [Click here to checkout now](#)
- [Click here to register another individual for this event](#)

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- 9) If you select “[Register Another Individual for the Same Event](#)” the screen below will be displayed.

Registration

Registrants Assigned to Your Account

To register a person from your account click on the [Register] option next to their name below.

Options	Name	Status
[Edit] [Cancel]	Pamela Flynn	Already registered
[Click to Register]	Perry Jones	Eligible

[Click Here to Add Another Registrant to Your Account](#)

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10) If you select “[Click Here to Checkout Now](#)”, the screen below will be displayed.

Checkout

Thank you!

Name	Event	Status	Balance
Pamela Flynn	10/14/2016 - Fall Wine Weekend at Wintergreen Resort	Pending - Confirmed	\$737.00
			Balance Due: \$737.00

Pay with Credit Card

[Click To Pay With Credit Card](#)

Additional Payment Options

[Click To Pay - Check/Money Order/Cashier's Check](#)

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How to Locate a Course/Event for Group Registration

- 10) If you select “[Click to Pay with Credit Card](#)”, you will be taken to our financial vendor to complete that process. If you prefer to pay by credit card but at a later time, select “[Click to Pay – Check/Money Order](#)”, as the system will send you an e-mail statement with *pay by credit card* link.

VCU School of Dentistry Continuing Education

521 N 11th St Ste 101A
PO Box 980566
Richmond, VA 23298-0566
Phone: [804-828-0869](tel:804-828-0869)

DATE: 3/7/2016

TO: Pamela Flynn
521 N 11th St Ste 101A
PO Box 980566
Richmond, VA 23298

EVENT: Fall Wine Weekend at Wintergreen Resort

DATE: 10/14/2016

Description	Amount
Lodge Room - Friday, October 14th	\$199.00
Lodge Room - Thursday, October 13th	\$199.00
The Whole Weekend - Dentist	\$489.00
VCU SOD Employee Discount	(\$150.00)
BALANCE:	\$737.00

[Click here to pay balance](#)

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How to Locate a Course/Event for Group Registration

- 11) If you select “[Click to Pay – Check/Money Order](#)”, you will see the screen displayed below.

Checkout

Payment Processed. Thank you for choosing us!

STATEMENT				
Date	Description	Event	Status	Total
3/7/2016	Registration - Pamela Flynn	10/14/2016 - Fall Wine Weekend at Wintergreen Resort	Confirmed	
	Lodge Room - Friday, October 14th			\$199.00
	Lodge Room - Thursday, October 13th			\$199.00
	The Whole Weekend - Dentist			\$489.00
	VCU SOD Employee Discount			(\$150.00)
			Registration Total:	\$737.00
			Statement Balance:	\$737.00

Please make checks, money orders and cashier checks payable to *Dentistry-VCU Continuing Education*.

Our mailing address is:

VCU School of Dentistry - Office of Continuing Education
521 N 11th St Ste 101A
PO Box 980566
Richmond, Virginia 23298-0566

Click [here](#) to return to view other great events.

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QUESTIONS???



Please contact us!

Email: dentistryce@vcu.edu

Telephone: 804.828.0869