

NTC 2024-25 Registration Guide

We are pleased to offer a streamlined registration process through the online platform Learning Stream. This registration guide will address 1) teachers registering individually and 2) administrators registering multiple teachers. **Registration will open on Monday, August 19, 2024 at 8:00 AM (Central Time).** Please review this guide prior to registering and set up an account (see instructions below) before registration opens to expedite your transaction.

1) How to Register as an Individual

1. Visit the Newberry Teacher Programs landing page, linked [here](#). This calendar lists all NTC seminars, searchable by in-person, virtual, and NTC+.
2. Set up your account by clicking **Create Account** in the top right-hand corner. Create your account by entering your contact information and confirming. Please save your newly created password for future login purposes, and document it for your own records.
3. When registration opens on August 19, follow the [link](#) to the landing page and login to begin registering for seminars.
4. When you are ready to register for a seminar, select a seminar from the list by selecting **Learn More**.

Category

NTC (In-Person)

[View Events](#)

Month	Date	Upcoming Events
October	10/1/2024 9:30 AM - 12:30 PM	NTC Seminar 1 Learn More
November	11/5/2024 9:30 AM - 12:30 PM	NTC Seminar 2 Learn More
December	12/3/2024 9:30 AM - 12:30 PM	NTC Seminar 3 Learn More

5. Then click the **Register Now** button on the seminar page.

NTC Seminar 3

Tuesday, December 3, 2024
9:30 AM to 12:30 PM Central Time (US & Canada)

Spaces remaining: 20

Register

[Register Now](#)

Cost

NTC seminars cost \$180 per person. If purchasing six or more NTC seminars, the price is lowered to \$150 per person.

6. Select **Register** next to your name when prompted on the next page.

NTC 2024-25 Registration Guide

Options	Name	Email	Status
Register	Walter Newberry	teacherprograms@newberry.org	Eligible

7. Review and fill out the registration form. Select pricing according to the number of three-hour seminars purchased: \$180.00 for 1 to 5 seminars, and \$150.00 for 6 or more seminars. For five-hour seminars purchased: \$250.00 for 1 to 5 seminars, and \$220.00 for 6 or more seminars. **Please note that you will be prompted to enter your IEIN (Illinois Educator Identification Number). It is required to submit your IEIN if you plan to receive professional development credit.** (IEIN information can be found [here](#).)
8. Click **Submit Registration**. You can go back to **My Account** at any time to review, update, or change your information or registration details.
9. You can choose to register for additional seminars by repeating Steps 4 through 8.
10. When you are ready to checkout, click **Click Here to Checkout Now**.
11. You will be prompted to make a payment selection. You can pay for seminars via Purchase Order (for CPS schools only) or request an invoice to be paid by check.
12. Once the payment option has been selected and submitted, your statement will appear on the screen. You will receive an email confirmation shortly following each transaction.
13. Registration and account information can be changed, edited, and updated at any time by logging into your account.

NTC 2024-25 Registration Guide

2) How to Create Group Registrations

1. Set up your account by clicking **Create Account** in the top right-hand corner. Create your account by entering your contact information and confirming. Please save your newly created password for future use, and document it for your own records.
2. Click on **My Account** that is now in the top right-hand corner.
3. Choose the button to **Add Another Person to Your Account**.

Account View: Account Information

Registrants Assigned to Your Account

Options	Name	Email	Status
Edit	Julia Rosa Newberry	newberryjr@newberry.org	Active
Edit	Mary Louisa Newberry	newberryml@newberry.org	Active
Edit	Walter Newberry (Account Owner)	teacherprograms@newberry.org	Active

[Add Another Person to Your Account](#)

4. Add teacher information. Please note that any changes to registrations would have to be done through the administrator account. Individual teacher profiles can be managed by only one administrator at a time.
5. Repeat Steps 3 and 4 for each teacher you would like to register for seminars on August 19.
6. Please request each teacher taking seminars for professional development credit to provide you with their IEIN (Illinois Educator Identification Number), which you will be prompted to enter with each registration. (IEIN information can be found [here](#).)
7. When registration opens on August 19, follow the [link](#) to the landing page and login to begin registering teachers for seminars.
8. When you are ready to register a participant for a seminar, select a seminar from the list by selecting **Learn More** and then click the **Register Now** button on the seminar page.
9. Select **Register** when prompted on the next page next to the teacher you are registering for this seminar.

Search by Registrant Name

Options	Name	Email	Status
Register	Julia Rosa Newberry	newberryjr@newberry.org	Eligible
Register	Mary Louisa Newberry	newberryml@newberry.org	Eligible
Register	Walter Newberry	teacherprograms@newberry.org	Eligible
Register	William Poole	poolew@newberry.org	Eligible

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

NTC 2024-25 Registration Guide

10. Review and fill out the registration form.
11. Click **Submit Registration**. You can go back to **My Account** at any time to review, update, or change registrant information or registration details.
12. You can choose to register teachers for additional seminars by following Steps 9 through 11. You can add teacher profiles to your account at any time - before or after registration opens.
13. When registering, please check that all contact and school information is correct, along with an IEIN (if applicable).
14. Once you have registered all teachers for their respective seminars, review all seminar registrations by clicking **View Cart**.



Welcome: Walter Newberry | Listing of Seminars | View Cart | Checkout | Pending Registrations: 3 | My Account | Logout

Want to register for another seminar? [View the full calendar of upcoming seminars.](#)
 Want to enroll someone else? Click "Register Another Person" below.
 Ready to checkout? Click "Checkout Now."

Options	Name	Seminars	Status	Balance
Edit Cancel	Julia Rosa Newberry	10/1/2024 - NTC Seminar 1 (NTC 700793)	Pending	\$180.00
Edit Cancel	Mary Louisa Newberry	11/5/2024 - NTC Seminar 2 (NTC 700793)	Pending	\$180.00
Edit Cancel	William Poole	12/3/2024 - NTC Seminar 3 (NTC 700793)	Pending	\$180.00
				Balance Due: \$540.00

- [Checkout Now](#)
- [Register Another Person](#)
- [See Calendar of Seminars](#)

15. When you are ready to checkout, select **Click Here to Checkout Now**.
16. You will be prompted to make a payment selection. You can pay for seminars via credit card, request an invoice to be paid by check, or Purchase Order for CPS schools.
17. Once the payment option has been selected and submitted, your statement will appear on the screen. You will receive email confirmation shortly.

Thank you for submitting your registration! You will receive email confirmation of your registration shortly.

REGISTRATIONS

Date	Description	Event	Status	Total
6/10/2024	Registration - Julia Rosa Newberry	10/1/2024 - NTC Seminar 1 (NTC 700793)	Confirmed	
	Purchasing 1 to 5 seminars			\$180.00
			Registration Total:	\$180.00
6/10/2024	Registration - Mary Louisa Newberry	11/5/2024 - NTC Seminar 2 (NTC 700793)	Confirmed	
	Purchasing 1 to 5 seminars			\$180.00
			Registration Total:	\$180.00
6/10/2024	Registration - William Poole	12/3/2024 - NTC Seminar 3 (NTC 700793)	Confirmed	
	Purchasing 1 to 5 seminars			\$180.00
			Registration Total:	\$180.00
				Statement Balance: \$540.00

NTC 2024-25 Registration Guide

You can access a full registration summary under **My Account** at any time. This is also where you can edit or change registrations before or after checking out.

Account View: Account Information

Registrants Assigned to Your Account

Options	Name	Email	Status
Edit	Julia Rosa Newberry	newberryjr@newberry.org	Active
Edit	Mary Louisa Newberry	newberryml@newberry.org	Active
Edit	Walter Newberry (Account Owner)	teacherprograms@newberry.org	Active
Edit	William Poole	poolew@newberry.org	Active

[Add Another Person to Your Account](#)

[Registration Summary Report](#)

Questions? Please contact Sam Maza, Program Coordinator, via email at mazas@newberry.org or phone, (312) 255-3525.