



## Essentials of County Government

Durham, NC: December 13-14, 2018

Asheville, NC: January 17-18, 2019

Greenville, NC: January 31-February 1, 2019

### **Pre-Registering for Essentials of County Government**

Closes on Monday, November 5, 2018

1. [Click here](#) to access the list of events.
2. Under “Essentials of County Government (Pre-Registration), click “Pre-Register Now”.
3. Click “Create a New Account”.
  - Please note that the School of Government recently started using a new course registration system, so your previous login information will no longer be valid. If you have registered for either the Master Clerks Academy in November or the Clerks Certification Institute in February, you will have an account in our new registration system. If this is the case, enter your email address and password and click “Click Here to Login”, then click “Register” next to your name.
4. Fill out the registration form and click “Submit Pre-Registration”; you will see your name and the course along with a status of “Pending – Confirmed”
5. Click “Click Here to Checkout Now”
6. You pre-registration has now been submitted. You will receive information via email on Wednesday, November 7, to register your elected officials.

### **Registering your Elected Officials for Essentials of County Government**

Opens on Wednesday, October 3, 2018, for incumbent elected officials

Opens on Wednesday, November 7, 2018, for newly elected officials (see steps above to pre-register)

The School of Government recently started using a new course registration system, so your previous login information will no longer be valid. [Click here](#) to first create your account, then proceed with the steps below.

Note that if you pre-registered for Essentials of County Government or have registered for either the Master Clerks Academy in November or Clerks Certification Institute in February, you will have an account in our new registration system and can proceed directly with the steps below.

1. From the Register tab on the [course page](#), click “Register”.
2. Under “Essentials of County Government” for the date you wish to register for, click “Register Now”.
3. Enter your email address and password and click “Click Here to Login”.
4. Click “Click Here to Add Another Registrant to Your Account”.
5. Fill out the registration form and click “Submit Registration”
6. To register additional individuals, click “Register Another Individual for the Same Event”; fill out the registration form and click “Submit Registration”; repeat as needed.
7. Click “Click Here to Checkout Now”
8. Select your payment method to complete your registration: if you select Credit Card, you will be redirected to the University’s payment page to fill out and submit your credit card information; if you select Bill Me/Purchase Order, you will be redirected to a confirmation page that displays your statement; your status will now show “Confirmed”