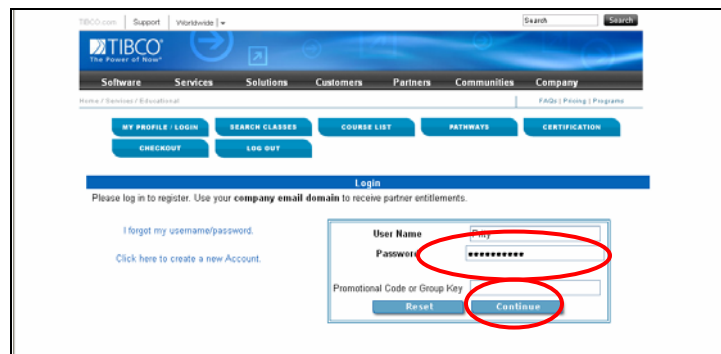


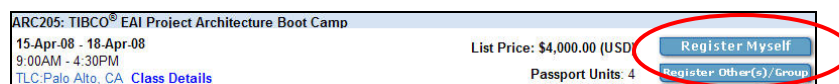
Register Other(s) or Group

The **Register Other(s) or Group** option allows you to register for someone else or a group of people.

- As a first time user, you must create an account in order to check out. You are the administrator for all registrations processed under your account.



- Click on the **Register Other(s)/Group** button to add class(es) to your cart.



3. A pop up box will appear to the upper left hand corner.
 - If you are attending the training, check the “**I will attend**” box.
 - Pick from the drop down pick list for the total number of attendees and “**Save**”
 - For example, if you and two other colleagues are attending, the number should be “3”.
 - The pick list will only display number of available seats.

To register Others or Group

Check the “I will attend” box if you are also attending the class. Pick the total number of attendees for this registration from the drop down pick list and Save.

I will attend. Check this box if you are also attending the class

Pick the total number of attendees for this registration from the drop down pick list. Include yourself if you are attending. Seats are based on availability.

4. The class is added to your shopping cart. You can add, remove class(es) or proceed to

CHECKOUT

Mae1 Khieu
1 Item(s)

Class Schedule Search Results. Click on the icons below to see all classes listed for that delivery type.

Instructor Led Training
Search for scheduled instructor led classes.

Virtual Training
Search for scheduled instructor led classes delivered virtually.

eLearning
Search for self paced, onDemand eLearning.

NEW!PM201: Essentials of TIBCO® ActiveMatrix™ Policy Manager 2.x
 3-Apr-08 - 3-Apr-08
 9:00AM - 4:30PM
 TLC.Palo Alto, CA [Class Details](#) List Price: \$600.00 (USD)
Passport Units: 1

NEW!RG201: Essentials of TIBCO® ActiveMatrix™ Registry 2.x

5. Your shopping cart. Click to continue.

Mae1 Khieu
1 Item(s)

Shopping Cart

Click Checkout to process your requests. Registrations are processed based on one currency at a time. If you have signed up for classes in different currencies, after completion of the first registration, please click on the shopping cart to checkout the next class.

	Search by Course Name	Qty/ Contact will attend	Passport Units	Total	
1	NEW!PM201: Essentials of TIBCO® ActiveMatrix™ Policy Manager 2.x Class Details TLC.Palo Alto, CA 3-Apr-08 - 3-Apr-08 9:00AM - 4:30PM Pacific Time (US & Canada) Cancellation Policy	2 <input type="checkbox"/>	2	List Price: \$1,200.00 (USD)	<input type="button" value="Remove from Cart"/>
				2	\$1,200.00 (USD)

Continue

6. Enter your contact information and click

Mae1 Khieu
1 Item(s)

Contact Information

Please enter your contact information. Fields with an asterisk(*) are required.

Search by Course Name	Qty/ Contact will attend	Passport Units	Price	
NEW!PM201: Essentials of TIBCO® ActiveMatrix™ Policy Manager 2.x Class Details TLC: Palo Alto, CA 3-Apr-08 - 3-Apr-08 9:00AM - 4:30PM Pacific Time (US & Canada)	2 <input checked="" type="checkbox"/>	2	List Price: \$1,200.00 (USD)	<input type="button" value="Remove from Cart"/> <input type="button" value="Edit Mult Reg."/>
Total		2.00	\$1,200.00 (USD)	

Finish

7. Enter your payment information and click . You are paying for all attendee(s).

Mae1 Khieu
1 Item(s)

Billing Information

Please enter your billing information. Fields with an asterisk(*) are required.

Payment with **Credit Card** or **Passport Units** will be confirmed immediately.

Search by Course Name	Qty/ Contact will attend	Passport Units	Price
NEW!PM201: Essentials of TIBCO® ActiveMatrix™ Policy Manager 2.x Class Details TLC: Palo Alto, CA 3-Apr-08 - 3-Apr-08 9:00AM - 4:30PM Pacific Time (US & Canada)	2 <input checked="" type="checkbox"/>	2	List Price: \$1,200.00 (USD)
Total		2.00	\$1,200.00 (USD)

Payment Method (Additional Payment Info)

Credit Card (American Express, MasterCard, Visa)

Credit Card Number

Expiration Date

Purchase Order (Instructions)

8. Your registration is completed.

9. Click on the **"Add Attendee Names"** link to add the attendee(s)

Registration Completed

[Printable Version](#)

Registration Number	Registration Details			Passport Units	Price
Multiple Registration	NEW!PM201: Essentials of TIBCO® ActiveMatrix™ Policy Manager 2.x Add Attendees Names	TLC: Palo Alto, CA	3-Apr-08 - 3-Apr-08 9:00AM - 4:30PM Pacific Time (US & Canada) <input type="button" value="Sync to Outlook"/>	2	List Price: 1,200.00
	Thank you for registering. You will receive an email confirmation once your registration is processed. Go to "My Profile/Login" to see details of your registration. If registering for multiple attendees, click Add Attendee Names to enter the attendee names.				
Total				2	

You will receive an email notification with your registration information.

10. Add the attendee's **first name, last name and email address** and click



Contact 1 Attendee

View/Assign Multiple Registration Attendees

Below are the attendees registered in this multiple registration. If the fields are blank, please enter the attendee names and click on the **Quick Submit** button. Click on **Attendee Info** to update the attendee's profile. Click on **Unassign** to change attendee.

Multiple Registration Contact: Contact 1 Attendee
NEW!PM201: Essentials of TIBCO® ActiveMatrix™ Policy Manager 2.x
 TLC:Palo Alto, CA
 3-Apr-08 - 3-Apr-08

Attendees		
First Name	Last/Sur Name	
Email		
Contact 1 Attendee		Attendee Info
contact1@yahoo.com		Unassign
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

11. You can update the **Attendee Info** or **unassign** the attendee(s).

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Contact 1 Attendee

View/Assign Multiple Registration Attendees

Below are the attendees registered in this multiple registration. If the fields are blank, please enter the attendee names and click on the **Quick Submit** button. Click on **Attendee Info** to update the attendee's profile. Click on **Unassign** to change attendee.

Multiple Registration Contact: Contact 1 Attendee
NEW!PM201: Essentials of TIBCO® ActiveMatrix™ Policy Manager 2.x
 TLC:Palo Alto, CA
 3-Apr-08 - 3-Apr-08

Attendees		
First Name	Last/Sur Name	
Email		
Contact 1 Attendee		Attendee Info
contact1@yahoo.com		Unassign
Contact 1 Attendee2		Attendee Info
contact2@yahoo.com		Unassign

12. You will receive an email with the registration information. As the administrator, you will be copied on the confirmation emails to the attendee(s).

Payment: If you are paying with a purchase order, please fax a copy of the purchase order to the local registrar.

Please contact us should you have any questions.

Americas

amer-registrar@tibco.com
 Tel: +1 877-884-2338 (US only)
 Tel: +1 650-846-5050
 Fax: +1 650-887-1688

Asia Pacific & Japan

apj-registrar@tibco.com
 Tel: +61 2 9458 2115
 Fax: + 61 2 9922 4341

Europe, Mid-East & Africa

emea-registrar@tibco.com
 Tel: +44 (0) 1628 786 977
 Fax: +44 (0) 1628 786 938