Login using the county username – ex.: Cherokee – and password. Please let me know if you need the password reset.

Once you log in as the county. click on "Sub-accounts" on the Manage Profile page:
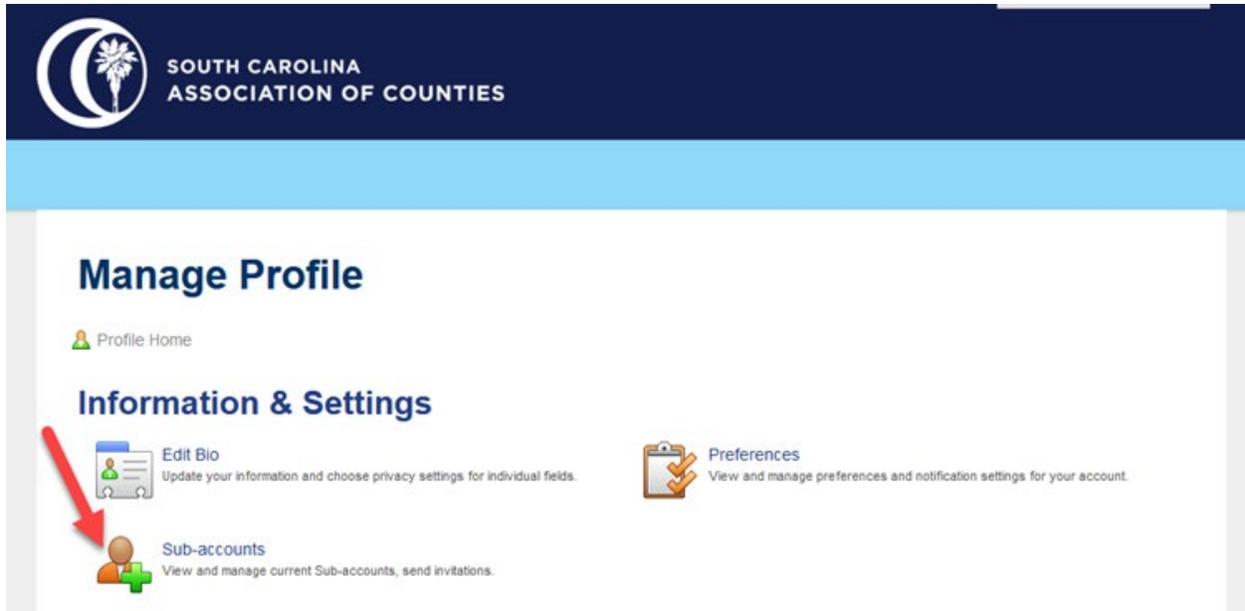
From there, find the name of someone whose information you're looking for and click the green arrow next to their name to sign in as that person:
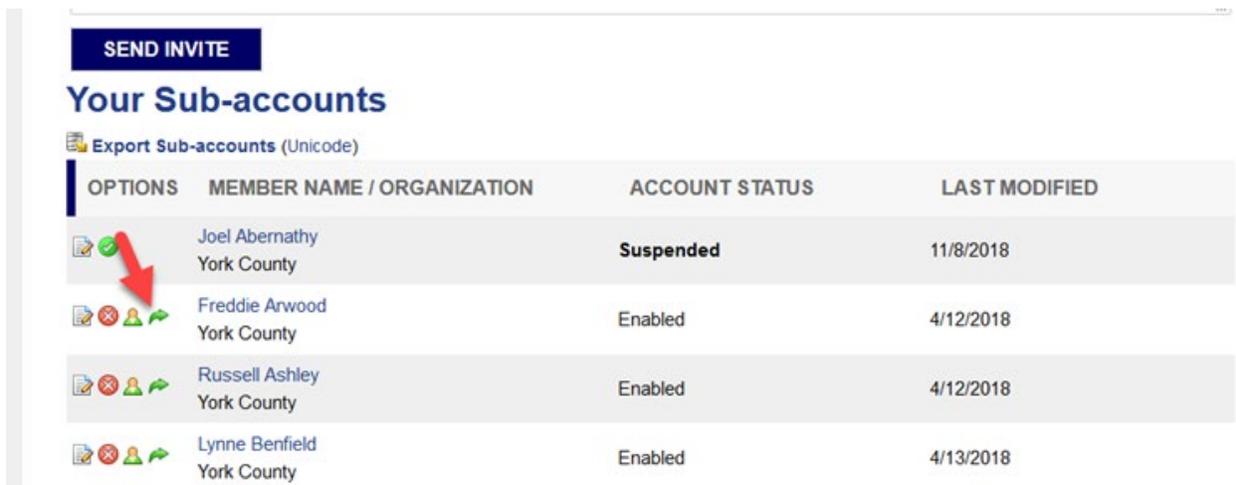
(You may be asked to save contact settings – just click save my settings as we don't use the database for contacting people directly – then the page will refresh.)

Click the logo in the top left corner. It will take you to the main page of the member portal.

Click Upcoming Events (registration).

You only have to do this once. You can register all other attendees by selecting "Save & Add Another Attendee" on the same registration.