



# How to register online for M-NASR programs

**To register online, you will need login information from M-NASR. If you haven't yet received a user name and password, contact M-NASR at 847-966-5522. Once you have this information, follow the steps below to register for programs.**

1. Go to the M-NASR website, [mnasr.org](http://mnasr.org), by clicking [here](#).
2. Locate the fourth orange tab from the left titled "Registration" and click on it.
3. Enter your username and password and select login.
4. Select "Browse activities" (you will have the option of searching all or by a specific area – we suggest selecting all types and hitting the search button).
5. Please note that the program descriptions include key program information, including age ranges.
6. Select only from available programs, which are indicated by green print. Red print means not available or registration is not open.
7. To select a program you would like to add, select the green plus symbol to add it to your cart.
8. You will next see a green pop-up window at the bottom left of the page that indicates the program name. Select "Add to cart."
9. Add the family member who will attend the program to the cart by selecting the box next to their name.
10. At the bottom of the page, select the "Continue" button.
11. Select either the resident or non-resident program fee for the program, depending on participant's residency status.
12. Select the box stating you agree to the above liability waiver and click continue.
13. You will next see your shopping cart and have the option to either continue to keep shopping, pay off old balances or proceed to checkout.
14. If you choose to continue shopping, follow the same process again to add an additional program.
15. If you select checkout, you will see a summary of charges. Confirm your billing information and select "Continue."
16. Enter your credit card information for payment and select "Continue."
17. Finally, you will see your registration confirmation, which is also sent to your email address. You have the option to send this confirmation to another email address if you would like.
18. End the session by logging out.

## **To change your password:**

Login and select the third tab in orange at the top which says "My account." Select "Account Settings." Follow the instructions on how to update your email address or password.

## **Questions?**

If you have any questions or need any help with this process, please contact M-NASR at 847-966-5522.