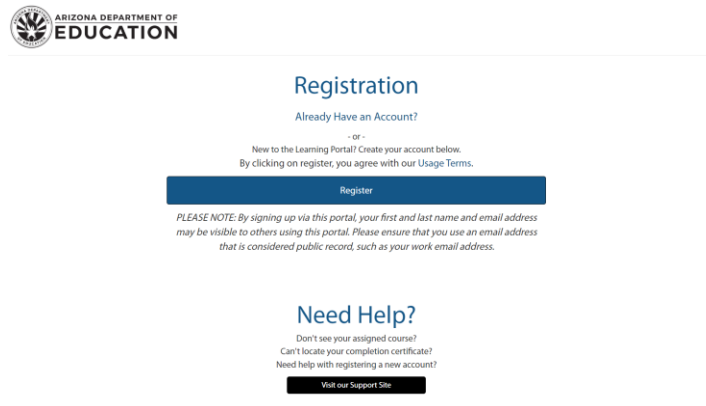


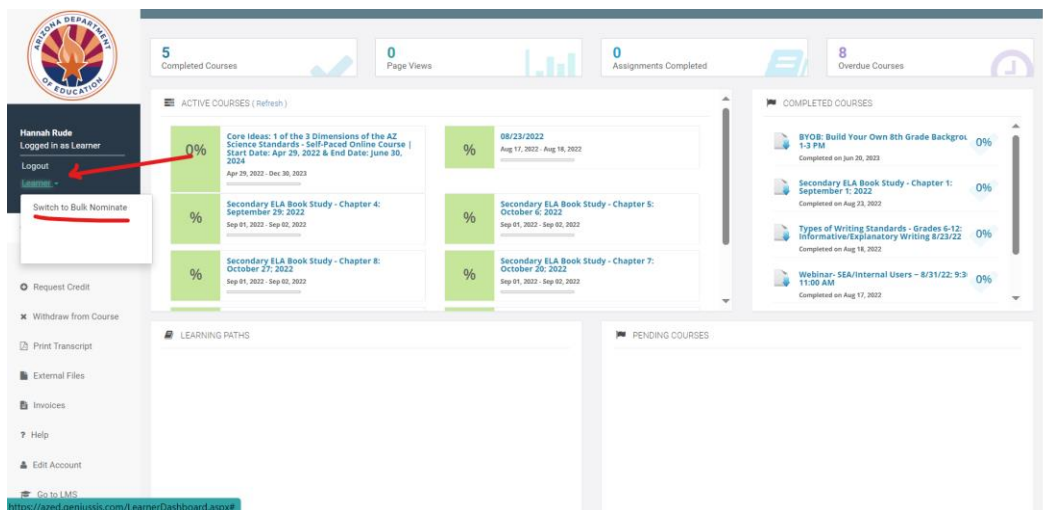
Bulk Registration

STEP ONE: Sign-in to your APLD Account OR Register with a New Account

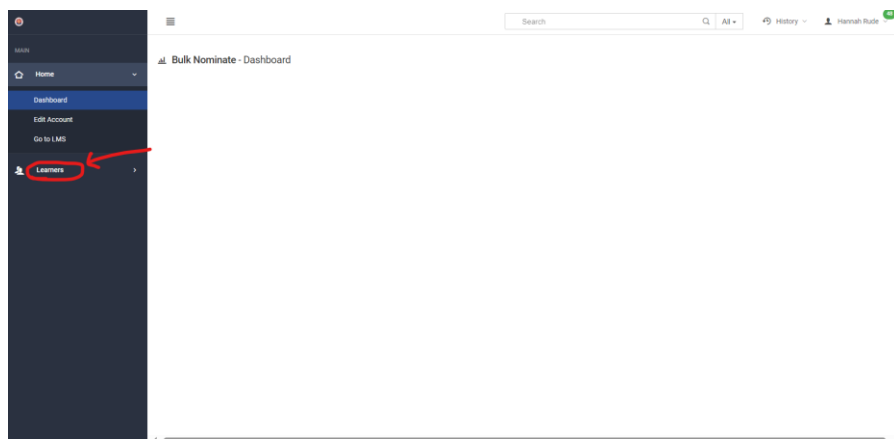
<https://azed.geniussis.com/PublicStudentSignUp.aspx>



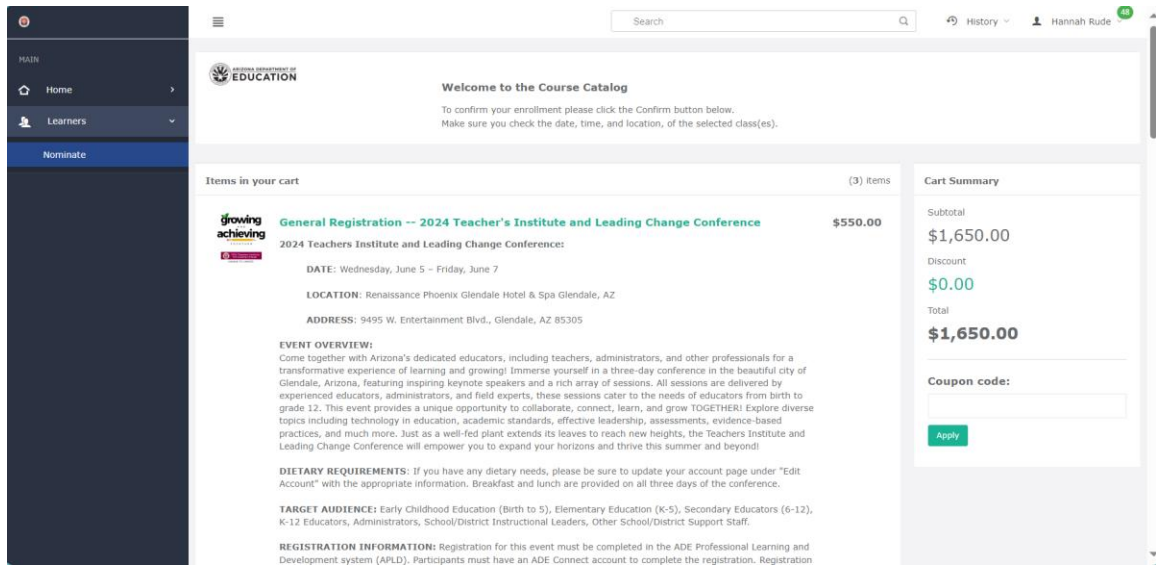
STEP TWO: From the Dashboard, on the left hand side, click on learner to open the dropdown. Select “Switch to Bulk Nominate.”



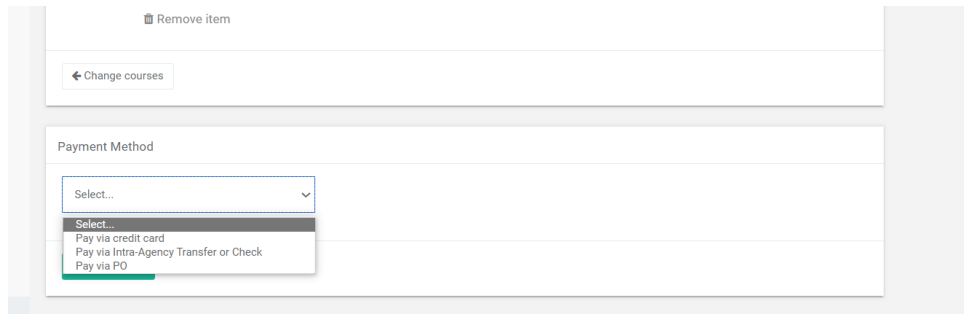
STEP THREE: You will be taken to the Bulk Nominate Dashboard. Click “Learners”



STEP FOUR: Search for the Learners you want to enroll by last name. THEY MUST HAVE AN APLD ACCOUNT! They can create on [HERE](#).



STEP SEVEN: Scroll down to find “Payment Method.” There are three payment options, you are going to choose “Pay via credit card” or “Pay via PO.” If paying via PO, you will need to have a digital copy and the PO contact name if someone other than yourself.



**** Immediately after registering, you will receive an email stating that your registration is "PENDING" verification of the purchase order or check. ADE will complete the verification process within 10 days. Once the verification process is complete, you will receive another email stating your registration is “CONFIRMED.” The confirmation email secures your spot for the conference. Check the TILC Website for directions if you do not receive confirmation. ****