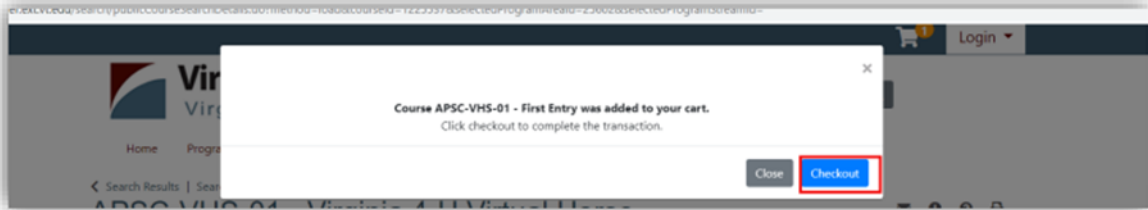


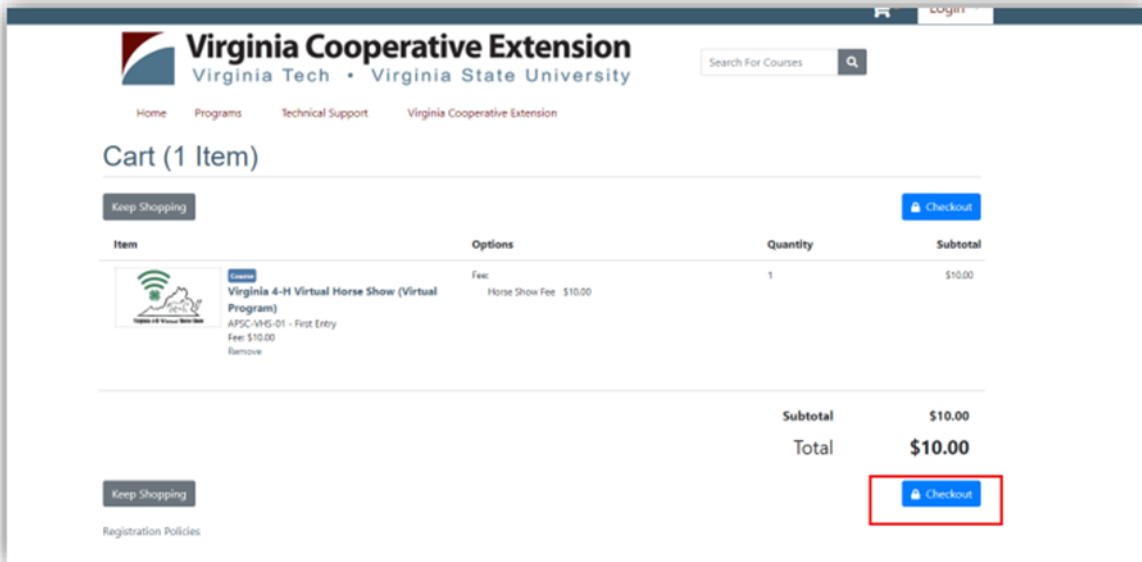


Individual Registration

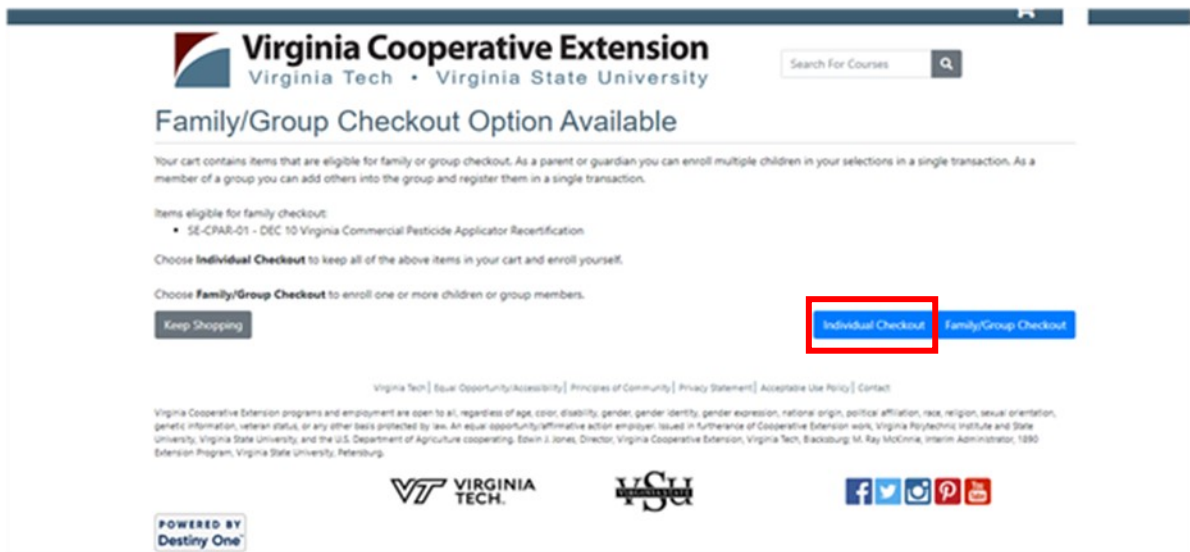
1. Select Add to Cart.
2. Select Checkout



3. Once you have reached the Shopping Cart, confirm your total and hit "Checkout"



4. Select Individual Checkout.





5. Create an account under "I am a new user." (Once you set this up, you can use it to register for future events.)

Virginia Cooperative Extension
Virginia Tech • Virginia State University

Search For Courses

Checkout
My Profile / Payment / Receipt

Log In or Create an Account

Please select one of the following options

I have an account already

I already have a VCE employee account

If you are a VCE employee, you may log in here using your university login credentials. If you are a Virginia Tech employee, but have not previously created an account here, please continue to create your employee participant account. Questions may be sent to vceprograms@vt.edu.

*Please be aware that using an internal (VCE or VT issued) Purchasing Card (P-Card) for payment on this registration site is **prohibited** for all employees. Please contact vceprograms@vt.edu for instructions on making an internal departmental or unit payment for registration.*

[Continue](#)

I already have a program participant account

If you have previously registered for a VCE program through this site and know your User Name and Password you may log in now.

If you do not know your User Name and Password but you have taken a class with Virginia Cooperative Extension, you are already in our system. If you know the email address in our system you can activate your account now using the "Forgot User Name" and "Forgot Password" links below. Questions may be sent to vceprograms@vt.edu.

Forgot User Name

User Name (case sensitive)
vce-

User name must begin with "vce-" and cannot contain spaces. Example: vce-joesmith

Forgot Password

Password (case sensitive)

[Log In](#)

I am a new user

Please enter your primary email to continue. You will select your username on the next screen. A Password Setup email will be sent to you after you complete the checkout process.

Email

Retype Email Address

Select one of the following options:

Participant is over 18 years of age

Participant is under 18 years of age

[Create Account](#)

Virginia Tech | Equal Opportunity/Accessibility | Principles of Community | Privacy Statement | Acceptable Use Policy | Contact

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation

6. Fill in the requested contact information and click "Continue Checkout."

My Profile
My Profile / Payment / Receipt

User Name and Password

Personal Information

Email Address

Telephone / Fax

Address

Emergency Contact

Mailing List Preferences

Privacy Policies

Confirmation

You have 30 minutes to complete the transaction. Your reservations will expire in **23:06**.

Has any of your profile information changed recently? If so, please update it now.

[Continue Checkout](#)

Contact Information

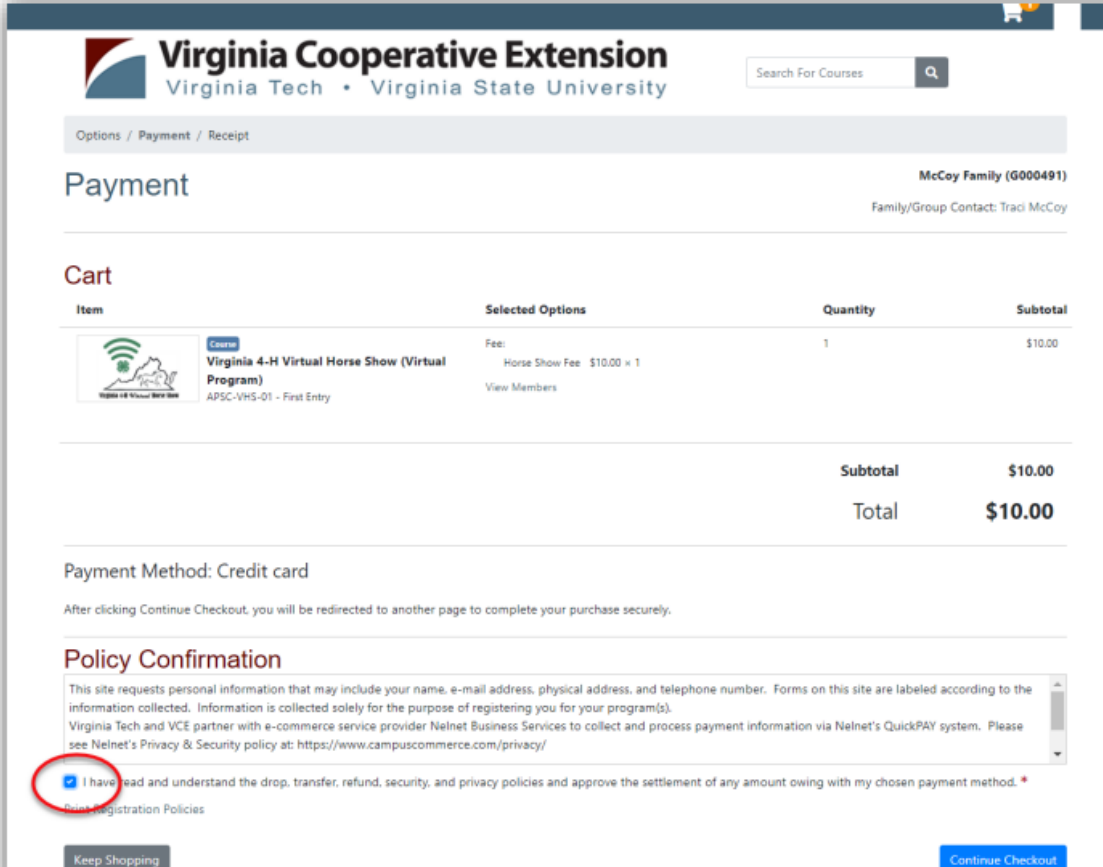
User Name and Password

User Name:
awise

Personal Information

Salutation:


7. Confirm payment amount is correct. Check the “Policy Information” acknowledgement. Click “Continue Checkout.”



Options / Payment / Receipt

Payment McCoy Family (G000491)
Family/Group Contact: Traci McCoy

Cart

Item	Selected Options	Quantity	Subtotal
 Course Virginia 4-H Virtual Horse Show (Virtual Program) APSC-VHS-01 - First Entry	Fee: Horse Show Fee \$10.00 × 1 View Members	1	\$10.00
Subtotal			\$10.00
Total			\$10.00

Payment Method: Credit card

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Policy Confirmation

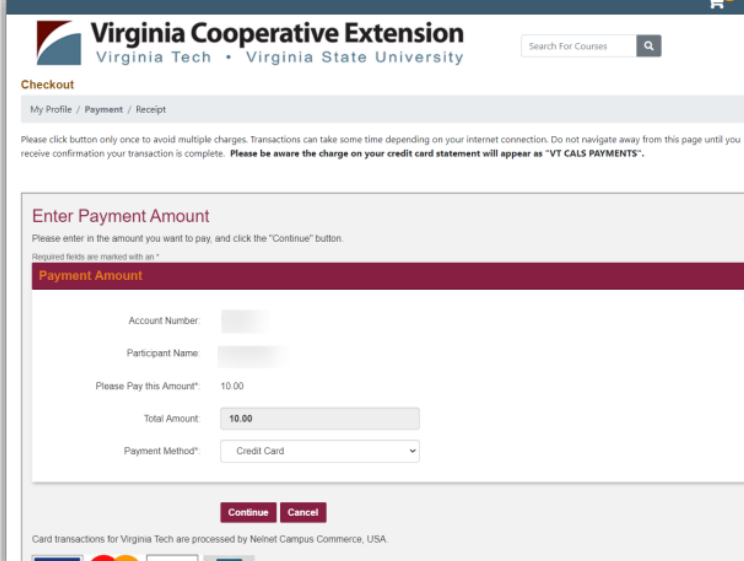
This site requests personal information that may include your name, e-mail address, physical address, and telephone number. Forms on this site are labeled according to the information collected. Information is collected solely for the purpose of registering you for your program(s).
 Virginia Tech and VCE partner with e-commerce service provider Nelnet Business Services to collect and process payment information via Nelnet's QuickPAY system. Please see Nelnet's Privacy & Security policy at: <https://www.campuscommerce.com/privacy/>

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

[Keep Shopping](#) [Continue Checkout](#)

8. Confirm your payment amount and then hit “Continue.”



Checkout

My Profile / Payment / Receipt

Please click button only once to avoid multiple charges. Transactions can take some time depending on your internet connection. Do not navigate away from this page until you receive confirmation your transaction is complete. **Please be aware the charge on your credit card statement will appear as "VT CALS PAYMENTS".**

Enter Payment Amount

Please enter in the amount you want to pay, and click the "Continue" button.

Required fields are marked with an *

Payment Amount

Account Number:

Participant Name:





Please Pay this Amount*: 10.00

Total Amount:

Payment Method*:

[Continue](#) [Cancel](#)

Card transactions for Virginia Tech are processed by Nelnet Campus Commerce, USA



7. Enter your credit card information and then scroll down and enter your email address and hit “Continue.”

The screenshot shows the checkout page for the Virginia Cooperative Extension. At the top, there is a search bar for courses. Below that, a navigation bar includes 'My Profile / Payment / Receipt'. A warning message states: 'Please click button only once to avoid multiple charges. Transactions can take some time depending on your internet connection. Do not navigate away from this page until you receive confirmation your transaction is complete. Please be aware the charge on your credit card statement will appear as "VT CALS PAYMENTS".' The main section is titled 'Provide Credit Card Information' and contains two sub-sections: 'Current Payment' and 'Credit Card Information'. The 'Current Payment' section shows a participant name, account number, and a payment amount of \$10.00. The 'Credit Card Information' section includes fields for cardholder name, card type (AMERICAN EXPRESS), credit card number (with a virtual keypad), CVV2 code, and expiration date. Below this is the 'Contact Information' section with an email address field. A 'Continue' button is located at the bottom of the form. At the very bottom of the page, there is a footer with links for Virginia Tech, Equal Opportunity/Accessibility, Principles of Community, Privacy Statement, Acceptable Use Policy, and Contact. A small disclaimer at the bottom left states: 'Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Interim Administrator, 1890 Extension Program, Virginia State University, Petersburg. VT/0217/CE-843NP'.

This will complete your transaction. You will receive an email confirmation of your enrollment.