How to Purchase the Course on behalf of Your Resident(s)

This purchase option for institutions can only be purchased by a program coordinator.

1. Program Coordinator should log into their SNS account.

2. Click on “My SocietyNS” in the upper right corner next to your email. You should see “Switch to” at the bottom of the menu options. Click on your institution’s name which will switch to your institutional admin account.

3. Select “Buy Today”.

4. Select “Quantity” to select the number of registrants.
   a. (4) registrants can be added at a time. If more than (4) registrants are needed, complete the first (4) and then select “Buy Today” again and select the additional quantity needed.

5. Select “Proceed”.

6. You will then be brought to “Your Order” page.

7. From there you will need to grant access to your residents. Instructions for this portion can be found on page two.
To grant access to your residents:

8. Once you have completed your payment, go back to the “My SocietyNS” dropdown and select “My Institution”, and click on the green button for Manage Subscription Users.

9. Find the program you purchased, in this case titled **2022 SNS Fall Senior Boot Camp Registration**. Click on the little pencil icon to assign seats (residents).

10. Scroll down to Institution Seats and click on Edit. Then click Add Member.

11. If you do not see your resident’s name in the drop-down menu, you will need to add them to your institution first. Please contact membership@cns.org to add residents as needed to your account.