1. Visit the Extension Registration Portal at register.extension.uga.edu.

2. If this is your first visit to the Portal, start by creating an account. You are presented with three account options by clicking the "Login" button in the top right corner of the screen. Here is an overview to help you choose the correct account for you. After selection, complete the details for "I am a new user."

    a. Participant (or Individual): An adult who will register themselves for an Extension program.

    b. Instructor: A UGA Extension faculty or staff member who is an instructor for a course entered into the Extension Registration Portal.

    c. Family/Group: A parent/guardian registering youth for an Extension program OR an organization registering multiple members for an Extension program.

3. Once you've created your account, you may use the Portal search toolbar to find the programs most relevant to you. On the toolbar, three options are identified.

    a. Search by Course: Using this feature, you can find a program by using a keyword to narrow your search. For example, the keyword 'blueberry' would likely limit the choices to programs offered by UGA Extension in the area of blueberries.

    b. Search by Certificate: A certificate is a series of courses created by UGA Extension to obtain an accredited certificate or CEUs.

    c. Search by Office: This option sorts courses by Extension units or county offices. Furthermore, they may be divided by program area including 4-H, agriculture and natural resources, and family and consumer sciences.

4. Registering for courses may feel similar to an online shopping experience. Once you have found the course/section you'd like to register for, click "Add to Cart." It is not possible to add a course to your cart more than once. If you are logged into the Portal using a family/group account, you can register multiple participants in the next step at checkout.

5. In your cart, you'll be able to review the programs you have chosen to enroll in.

    a. If you are using a participant account and are happy with your selection, click "Checkout" to continue.

    b. If you are using a family/group account to register a youth or multiple members, you will see an option to "Add/Remove Members" for each course in your cart that accepts family/group registration. By clicking "Add/Remove Members," a list of the members of your group will appear. Use the checkbox to select the members to enroll in each course. Once you have completed this for each course in your cart, click "Checkout" to continue.

6. You will be transferred to a secure online payment processor to enter your credit card details during the checkout process. After processing payment, you will receive confirmation of registration as well as a receipt e-mailed to the address listed in your account details.