

# FAQ: Registering for Training Classes

## I want to register another person for a safety training course from the Utah Safety Council.

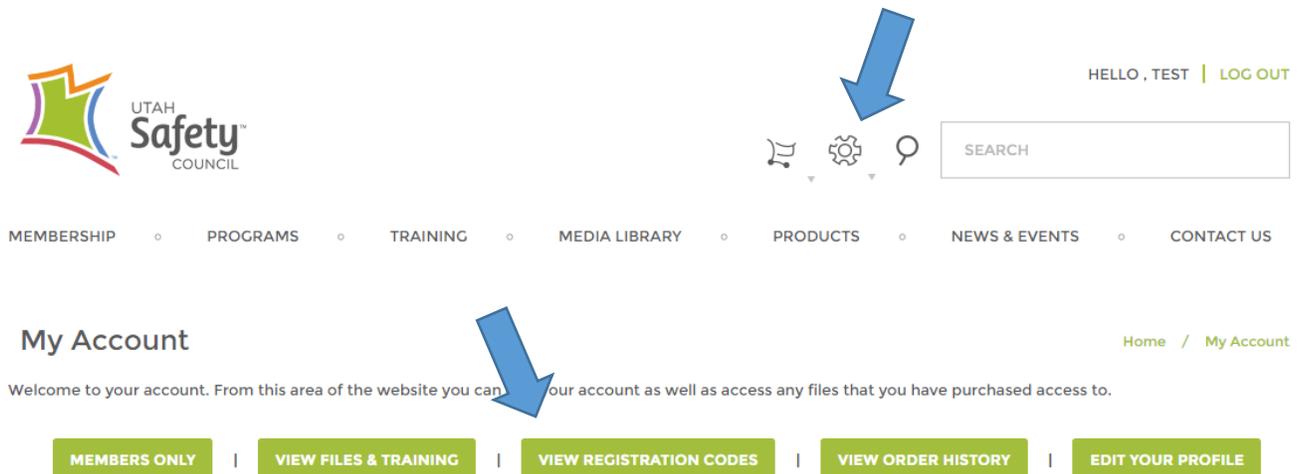
This website helps to individually track the completions of those that have taken courses from the Utah Safety Council. When a person needs to register for a safety course we ask that you create a new account for the person taking the course.

## I want to register multiple people for a safety training course from the Utah Safety Council.

During the checkout process you can add multiple seats to your cart and the website will create registration codes for each participant. Simply email these registration codes to the participants.

### Emailing registration codes

- Log into the Utah Safety Council website
- Click on the gear icon at the top of the screen and go to account settings.
- Click on view registration codes
- Click on email registration codes next to the title of the course the person is going to be attending
- Put in the email address of the person that is going to attend the course and click send email.
- This person will then click on the link and create a new user account so that their contact information is associated with the course that they will be taking and their training history will be associated with their name.



## I registered for multiple seats in a class and I plan to be one of the attendees.

You need to login and view the registration codes that were generated. Email one of the codes to yourself and then click the link. That will place you in the class.

### How do I get my membership discount?

- You need to log into the Website in order to receive your 30% membership discount.
- This discount is automatically applied during the checkout process. *If you are not linked to your company's membership account please contact your company's primary membership contact or email our Membership Manager at [safety@utahsafetycouncil.org](mailto:safety@utahsafetycouncil.org).*

### MSHA and UITS Registrations

This page is unique as it will allow you to register up to 10 individuals for the course. When you enter in their names and email addresses they will automatically will be emailed a confirmation with details about the course.