This is what the screen looks like after you log in.
Scroll down and click on calendar.
This is the calendar list view.
Scroll down and click on the title of the course you want.
This is the event details screen. Click on Register.
This is the registration screen. You may need to scroll down to see the first option, which is a radio button selecting the registration.
This name will default to the city's primary contact if you log in as the city and to you if you log in as you. If neither is registering for this event, simply type over the name.

Complete the remaining information as appropriate.
I would recommend not selecting the check box. We can handle address updates on our end.

Then, click to save and add the next attendee.
This is the registration screen for the next attendee. Notice the attendees listed that you already have registered.
Once you’re done adding registrants, select the Save & Proceed to Checkout. No registration is complete until you check out. You can pay by credit card or select the Bill Me option. The Bill Me option generates a detailed invoice for you automatically. You can always log back in to view and print the invoice, and to pay it with a credit card.