

## Signing Up for Adolescent Mental Health Training (AMHT) Classes through NASRO

1. Create a profile on the NASRO website ([www.nasro.org](http://www.nasro.org)). Choose **Basic Contact**, NOT Membership.

Choose one of the following account types:\*

**BASIC CONTACT:**

No, I do not wish to pay for a membership at this time.  
Register to gain access to sign up for training and receive notification of future trainings.

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**MEMBERSHIP:**

Yes, I am ready to pay for this membership to begin receiving membership benefits.

**Invoice Me (Benefits will begin once payment is received).** -or-  **Use Credit Card**

2. After creating your NASRO profile go to the Wisconsin Department of Justice website to select the session you would like to attend ( <https://www.doj.state.wi.us/office-school-safety/training-opportunities> ) and click on the link to register. This will take you to the NASRO class registration page for that specific session. You will see the location, as well as details of the event, including the training site location. Click on the blue registration box at the top.

**West Salem, WI**

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**Details**

Event Type:	AMHT-SRO
Event Date:	March 14, 2019 - March 15, 2019
Event Time:	8:00 AM
Event Status:	Contract
Available Seats:	31
Current Registration:	19
Registration Price:	\$0.00

**Register for West Salem, WI**

**DO NOT REGISTER SOMEONE ELSE UNDER YOUR USERNAME!**

Host Location	Training Site
Wisconsin Dept. of Justice Madison, WI	CESA 4 923 Gardland Street East West Salem, WI 54669

3. This will be the first registration screen that you will see. **No coupon code?** Simply click on STEP 2.

**Step 1: Details/Coupon for [AMHT-SRO]**

**Price: (Non-Member: \$0.00) (Member: \$0.00)**

Event Details:  
Date(s): 2019-10-16 – 2019-10-17  
Location: Wisconsin Rapids, WI  
Seats Remaining: 38/50 (Unpaid Registration Spots)

Coupon Code?

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4. Make any necessary corrections to the information shown, then click on **Step 3: Pay via invoice**. No worries - you will not actually receive an invoice. This is only for recording purposes.

### Step 2: Payment Options

Choose how you wish to complete this registration.

**STEP 3: PAY VIA CREDIT CARD (ENTER CC# ON NEXT STEP)**

-or-

**Enter 'Invoice To' Details:**

Invoice To:	<input type="text" value="Pam Walker"/>
Invoice Organization:	<input type="text" value="NASRO"/>
Invoice Phone:	<input type="text"/>
Invoice Email:	<input type="text"/>
Address:	<input type="text" value="2020 Valleydale Road, Suite 207A"/>
City:	<input type="text" value="Hoover"/>
State:	<input type="text" value="Alabama"/>
Zip:	<input type="text" value="35244"/>
DOJ/COPS FY2013 CHP Grant #?	<input type="text"/>
Purchase Order #?	<input type="text"/>

**STEP 3: PAY VIA INVOICE (CLICK TO FINISH & SUBMIT REQUEST)**

5. This is the final step. When this window appears, you are officially registered for your AMHT session!  
(Training site locations are handling all of the invoices.)

### Step 3: Pay Via Invoice

Your registration request will be processed - see below.

Invoice successfully submitted. An invoice will be sent to the contact specified, once processed.