

SUBMIT TRAINING SESSIONS:

1. Log into the Georgia Courts Registrar Account using your approved neutral account.
2. From the "My Dashboard" page, locate the gray navigation menu at the top of the page, and select "Neutral Training."
3. Locate the appropriate training and select the blue "Go To Training Sessions" button.
4. Locate the green "New Session" button to add a new session.
5. Enter the "Start Date," "End Date," "Location Name," "Location Address," and select the "Trainer Name" from the list of approved trainers.
6. Once all information is entered, click the green "Save" button. The session has been created when the "Session was successfully created" message appears.
7. Click the blue "Manage Attendees" button to add participants to the session.
8. Click the green "Add New."
9. Enter the "First Name" and "Last Name" of each participant, click the "Add Another" until all participants are added. Click the blue "Save" button once you have entered all participants.
10. You may submit Payment for all unpaid participants by clicking the blue "Pay for Unpaid" button.

PAYMENT

1. Select the green "Checkout" button.

To pay by credit card, enter the required information. Click "Review" to confirm your entries, and if correct, click "Place Order." You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green "Print Receipt" button.

To pay by check, click the Payment Type drop-down box, and then select "Check." Enter the check number in the appropriate box. Click "Review" to confirm your entries, and if correct, click "Place Order." You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green "Print Receipt" button. Please mail your check to 244 Washington St. SW Suite 300, Atlanta, GA 30334.

2. You may sign out of your account by clicking your username in the top right corner of the screen, then selecting "Log Out."