How to Register for an Event on ArtsU

Welcome to ArtsU! ArtsU is the Americans for the Arts online education forum for arts professionals to gain new skills, knowledge, and connections to further their personal and organizational goals.

Today, we will be reviewing how to register for a live or on demand webinar:

First, Find the event you wish to register for. You can do this by using the search function, exploring content by topic, clicking on the “What’s New” hub, the purple “Watch & Learn” box, or, click on “View Upcoming Live Events” or “View Anytime Learning”
Once you locate the event, you can click on either the title, or, the red VIEW button to be brought to the event page.

Next, Locate and press the red REGISTER button on the upper right-hand side of this page.

A new pop-up window will appear, and you can select one of two options:

- Select ADD TO CART AND COMPLETE REGISTRATION LATER if you wish to register for multiple events.
- Select COMPLETE REGISTRATION NOW if you are only registering for one event.
Today, we will just register for this one event. So, we will click COMPLETE REGISTRATION NOW. From there, you will be directed to your cart.

You must have an account with Americans for the Arts to register for an ArtsU event.

If you do not have an account, click the CREATE AN ACCOUNT button. You will then be directed to the Americans for the Arts website to create your account. For more information on how to create an Americans for the Arts Account, please view the “Creating an Account at AFTA” user guide.

If you have an account, click the LOG IN button, enter your username and password, and continue to check out.
Once you have logged in or created your account, you must return to your cart on ArtsU to complete your registration. You can always return to your cart by pressing the “CART” button, found on the left side navigation bar. Now that you’ve logged in, you’ll also see your name on this left navigation bar.

If you have a discount or promo code, enter it here and click “Apply Discount.” The page will refresh to show the updated price for the webinar. If the webinar requires a fee, scroll down and enter your payment information:
Once you have Completed the payment information, press this green PLACE MY ORDER of COMPLETE REGISTRATION button. Please only press this button once.

The page will refresh to a confirmation page and you will also receive an email confirmation.

Now, if you return to the event page, you will see a yellow “YOU ARE REGISTERED” box where the red register button used to be.

If you need any assistance, please email us at artsU@artsusa.org. We hope to see you on ArtsU Soon!