



Online Registration Process

- 1 Go to **training.paulmitchell.edu**.
- 2 On the menu bar, click on "Virtual Training Registration."
- 3 In the drop-down menu, click on the training you are registering for.
- 4 Select the number of tickets you wish to purchase, then find and click "Add to Event Cart", then click "Proceed to Registration."
- 5 Complete the information for the attendee(s) you are enrolling.
- 6 After completing, click "Proceed to Payment options."
- 7 Enter promo codes, if applicable.
- 8 From there, you can choose invoice or card option.
- 9 You will receive registration confirmation emails in your inbox.

Whats next?

- 1 To see your trainings agenda and registration links go to **training.paulmitchell.edu**.
- 2 On the menu bar, click on "Virtual Training Sites."
- 3 In the drop-down menu, click on the training you registered for.
- 4 Download your agenda and register for your virtual training zoom meetings.

For any questions, concerns, or assistance, please contact Megan Griffin at Megang@paulmitchell.edu or 801-302-8801 x1011.