

How Do I Register for a Presbyterian Course

This lesson will show you how to use our registration software.

1) Make sure you are on our registration site at:
<https://phs.gosignmeup.com>



2) The first thing you will want to do is create an account. Or login using your Username and Password if you already have one.



3) To create an account, please fill in all required information. Click on "Agree and Create Account" to proceed.

Please enter information required.

Participant Information First Name * : <input type="text"/> Last Name * : <input type="text"/> Username * : <input type="text"/> Password * : <input type="password"/> Confirm Password * : <input type="password"/> E-mail Address * : <input type="text"/> Confirm E-mail Address * : <input type="text"/> Address * : <input type="text"/> City * : <input type="text"/> State * : <input type="text"/> Zip * : <input type="text"/> Daytime phone * : <input type="text"/>	If pregnant, must complete Date of Birth: <input type="text"/> Due Date: <input type="text"/> OB Doctor/Midwife Name: <input type="text"/>
Affiliation Member will be verified: Employee will be verified: Affiliation * : <input type="text"/> Relation * : <input type="text"/> If Medicaid, Last 4 of SS#: <input type="text"/> Please list Group#: <input type="text"/> PHP Member ID #: <input type="text"/> If Employee, Insurance Plan: <input type="text"/>	Will you be bringing your Spouse/Partner? Guest First name: <input type="text"/> Guest Last name: <input type="text"/>

T&C Policy

TERMS AND CONDITIONS

We are not able to bill for any other Centennial Care plan, it must be Presbyterian Centennial Care. Additionally, Presbyterian Centennial Care will only pay for one of the following: Prep For Birthing, Prep For Birthing Accelerated, Prep For Birth Express, Second Time Around or Cesarean Birth.

Do you agree to the terms and conditions of our [T&C Policy](#)?

Agree and Create account

You must agree to our Terms and Conditions Policy to continue.

4) On the home page, you can search for courses in different ways.

Welcome Anthony Test

Search

Empty

Browse Courses

From Until

Show All 2

- + Doula Services
- + Location

Sort by: Default | Course number | Course name | Course start | Location | Course time | Course date

Doula Birth Plan

Birthplan
WHAT IS A DOULA?The word doula comes from the Greek and means, "Woman Servant". Today, we use the term doula to refer to... [More](#)

Dates: Available now for Download, please find the link in the description.
Pricing: \$0.00
Location: [Presbyterian Hospital Physician Office Building](#)
Status: 50 open seats left
Class size: 50 seats

Add to cart

Hire The Presbyterian Doula Service

Hire a Doula
Thank You for choosing the Presbyterian Doulas for your Labor and Birth!Our Doulas serve both at Presbyterian Hospital... [More](#)

Dates: We will call and schedule your appointment soon!
Pricing: \$400.00 (Other)
Location: [Presbyterian Hospital Physician Office Building](#)
Status: 50 open seats left
Class size: 50 seats

Add to cart

Breastfeeding Mom Workshop-TUESDAYS

BF Workshop RMC
Having difficulty getting breastfeeding off to a good start? Confused by what you've heard from others? The Breastfeeding... [More](#)

Dates: Breastfeeding Mom Workshop-Every Tuesday at 10:00 a.m., \$20.00 one-time fee, unlimited visits.
Pricing: \$20.00 (Other)
Location: [Presbyterian Rust Medical Center](#)
Status: 20 open seats left
Class size: 20 seats

Add to cart

1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart". Or See more information by clicking on the Course Name.

Welcome Anthony Test Empty

Browse Courses

Search

From Until

Sort by: **Default** | Course number | Course name | Course start | Location | Course time | Course date

Show All

+ Doula Services

+ Location

Course Name	Description	Location	Status	Class Size	Action
Doula Birth Plan	Birthplan WHAT IS A DOULA?The word doula comes from the Greek and means, "Woman Servant". Today, we use the term doula to refer to... More	Presbyterian Hospital Physician Office Building	50 open seats left	50 seats	Add to cart
Hire The Presbyterian Doula Service	Hire a Doula Thank You for choosing the Presbyterian Doulas for your Labor and Birth!Our Doulas serve both at Presbyterian Hospital... More	Presbyterian Hospital Physician Office Building	50 open seats left	50 seats	Add to cart
Breastfeeding Mom Workshop-TUESDAYS	BF Workshop RMC Having difficulty getting breastfeeding off to a good start? Confused by what you've heard from others? The Breastfeeding... More	Presbyterian Rust Medical Center	20 open seats left	20 seats	Add to cart

6) Here is the courses information page. You can see more information about the course here.

The screenshot shows a web page for 'Hire a Doula' with several sections highlighted by red boxes and numbered callouts:

- 1**: Top navigation bar with social media icons and breadcrumb trail: Home > Hire a Doula > Hire The Presbyterian Doula Service.
- 2**: Main heading: 'Hire a Doula Hire The Presbyterian Doula Service'.
- 3**: 'Thank You for choosing the Presbyterian Doulas for your Labor and Birth!' section with a description of services and a link to a birth plan.
- 4**: 'Dates and Times' section: 'We will call and schedule your appointment soon!' and 'Registration closes: 8/22/2017'.
- 5**: 'Facilitator' section showing a profile for 'Presbyterian Doulas' with a placeholder image.
- 6**: Pricing section: '\$400.00 - Other - Other' and an 'Add to cart' button.

Other visible sections include 'Contact' (Traci tfraser2@pchs.org), 'Location' (Google Map of Albuquerque, NM), and 'Media' (photo of a woman in a blue uniform).

1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.

2) This area shows a description of the course

3) This area shows the contact, credits, location and any visual icon for the course if any.


4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.


5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

6) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

7) You can continue adding courses to your cart, or click on the cart to see what is in there.

Welcome Anthony Test

Search 



















 1 item

Browse Courses

From Until

Sort by: **Default** | Course number | Course name | Course start | Location | Course time | Course date

- Show All
- + Doula Services
- + Location

 <p>Doula Birth Plan Birthplan WHAT IS A DOULA?The word doula comes from the Greek and means, "Woman Servant". Today, we use the term doula to refer to... More</p> <p> Dates: Available now for Download, please find the link in the description.  Pricing: \$0.00  Location: Presbyterian Hospital Physician Office Building  Status: 50 open seats left  Class size: 50 seats</p> <p>Add to cart</p>	 <p>Hire The Presbyterian Doula Service Hire a Doula Thank You for choosing the Presbyterian Doulas for your Labor and Birth!Our Doulas serve both at Presbyterian Hospital... More</p> <p> Dates: We will call and schedule your appointment soon!  Pricing: \$400.00 (Other)  Location: Presbyterian Hospital Physician Office Building  Status: 50 open seats left  Class size: 50 seats</p> <p>Checkout</p>	 <p>Breastfeeding Mom Workshop-TUESDAYS BF Workshop RMC Having difficulty getting breastfeeding off to a good start? Confused by what you've heard from others? The Breastfeeding... More</p> <p> Dates: Breastfeeding Mom Workshop-Every Tuesday at 10:00 a.m., \$20.00 one-time fee, unlimited visits.  Pricing: \$20.00 (Other)  Location: Presbyterian Rust Medical Center  Status: 20 open seats left  Class size: 20 seats</p> <p>Add to cart</p>
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8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".

Welcome Anthony Test

Search

1 item

Hire The Presbyterian... \$400.00

Sub-total: \$400.00

Empty cart Checkout

Show All

- + Doula Services
- + Location

Sort by: Default | Course number | Course name | Course start | Location

Doula Birth Plan
Birthplan
WHAT IS A DOULA?The word doula comes from the Greek and means, "Woman Servant". Today, we use the term doula to refer to... [More](#)

Hire The Presbyterian Doula Service
Hire a Doula
Thank You for choosing the Presbyterian Doulas for your Labor and Birth!Our Doulas serve both at Presbyterian Hospital... [More](#)


Breastfeeding Mom Workshop-TUESDAYS
BF Workshop RMC
Having difficulty getting breastfeeding off to a good start? Confused by what you've heard from others? The Breastfeeding... [More](#)

Course Details:

- Doula Birth Plan:** Dates: Available now for Download, please find the link in the description. Pricing: \$0.00. Location: Presbyterian Hospital Physician Office Building. Status: 50 open seats left. Class size: 50 seats.
- Hire The Presbyterian Doula Service:** Dates: We will call and schedule your appointment soon! Pricing: \$400.00 (Other). Location: Presbyterian Hospital Physician Office Building. Status: 50 open seats left. Class size: 50 seats.
- Breastfeeding Mom Workshop-TUESDAYS:** Dates: Breastfeeding Mom Workshop-Every Tuesday at 10:00 a.m., \$20.00 one-time fee, unlimited visits. Pricing: \$20.00 (Other). Location: Presbyterian Rust Medical Center. Status: 20 open seats left. Class size: 20 seats.

Add to cart Checkout Add to cart

9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step" to enroll in the course.

 1 item

Welcome Anthony Test

✓
Log in/ Create Account

2
Review

3
Payments

4
Receipt & Confirmation

[Add more courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Price	
Hire a Doula Hire The Presbyterian Doula Service - 2633 <i>Other</i>	We will call and schedule your appointment soon!		\$400.00;	✕

Sub-total: **\$400.00**

Coupon Code [Apply coupon](#)

Discount: 0

Sales Tax: \$0.00

Total: \$400.00

[Proceed to Payment](#)

Please answer any of the required questions/pre-requisite requests before you proceed. *Note if there is no payment required, this will enroll you in the course.

10) For credit card payments click on "Place Order Now" to be taken to the payment screen.

Welcome Anthony Test

1 item

Log in/ Create Account Review Payments Receipt & Confirmation

Payment Amount: \$400.00


VISA MasterCard AMERICAN EXPRESS

For Credit Card Payment, Click "Place Order Now".

You must press the button below to complete registration.

Place Order Now

11) This is the payment page. Please enter in all of your payment information. Once you make sure everything is correct, click on "Pay Now" to register.

Order Information	* Required Fields		
Invoice Number: CPT5G8AD1409964			
Description: Course Registration:CPT5G8AD1409964 - Hire a Doula			
Total: 400.00 (USD)			
Payment Information			
			
Card Number:	<input type="text"/> * (enter number without spaces or dashes)		
Expiration Date:	<input type="text"/> * (mmyy)		
Card Code:	<input type="text"/> * What's this?		
Billing Information			
First Name:	<input type="text"/> *	Last Name:	<input type="text"/> *
Address:	<input type="text"/> *		
City:	<input type="text"/> *		
State/Province:	<input type="text"/> *	Zip/Postal Code:	<input type="text"/> *
Email:	<input type="text"/> *		
Phone:	<input type="text"/>		
<input type="button" value="Pay Now"/>			

12) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

The Women's Center at
PRESBYTERIAN

Home | My Account | Calendar | Log out

1 item

Welcome Anthony Test

Log in/ Create Account Review Payments Receipt & Confirmation

Order Receipt

Participant Information:		Enrollment Details:	
Anthony Test street city , ca , 92626 anthony@gosignmeup.com 5555555555		Date: 1/12/2016 Registration number: CJBU7KZU8377584 Username: anthony@gosignmeup.com	
Order Details		Payment Details:	
Course name	Course#	Dates	Status
Hire The Presbyterian Doula Service	Hire a Doula	We will call and schedule your appointment soon!	Enrolled
		Total:	\$400.00
		Discount:	\$0.00
		Total Amount Paid:	\$400.00

Thank you for your interest in our classes!
If you need further information or have question, please call (505)563-6501
or email Traci at tfrazier2@phs.org

The Women's Center at
PRESBYTERIAN
Print Receipt

Continue Shopping For Courses **Back To User Home**

You will also get a confirmation email sent to you.