



# MUNCH UNIVERSITY REGISTRATION FAQ

**Q. How do I register for training classes?**

A. Visit [www.munchsupply.com/training](http://www.munchsupply.com/training) to view available classes and register.

**Q. Can I register more than one person at a time?**

A. Yes, simply enter required company to begin, then select 'add guest' and follow the prompts.

## Guest Information

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Use this section to enter the names of your guests that are in addition to your registration.

You have not added any guests.

Add Guest

**Q. How can I cancel a class registration?**

A. In the unfortunate situation you need to cancel your registration, view your registration confirmation email you received at the time you registered and click the link in that email. Select 'modify registration' and select registration (see image below), that will show the classes you are registered for. Select the class you need to cancel and click 'remove from agenda' (see image below). Continue the steps to receive a new confirmation email.

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Dear ExampleContactFirstName:

Your registration has been confirmed. Please save this email for future reference.

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**Event:** Michigan Fall Training 2019

**Attending:** ExampleContactFirstName ExampleContactLastName

**Number in Party:** ExampleNumberinParty

**Confirmation Number:** ExampleContactConfirmationNumber

**Current Registration:**

Registration Information:	
Registration Items	
ExampleInviteeName	ExampleAdmissionItem
	ExampleAdmissionItemQuestion
	ExampleAdmissionItemAnswer

[Click here to view the event summary](#)

If you do not have your confirmation email, visit [munchsupply.com/training](http://munchsupply.com/training), select IL or MI training, then 'register.' Once there, select 'already registered' and it will have a link that you can ask for your confirmation number to be resent to you.

[Modify](#)[Unregister](#)[More Options](#)[Print Options](#)

## General Options

### Modify Registration

To modify the information or registration details, click on the Information or Registration link for the appropriate person. To unregister, select the check box next to the person you would like to unregister. Click Next to review and submit your changes.

Unregister	Name	Registration Type	Modify
<input type="checkbox"/>	rebecca CIASTKO (Primary Registrant)	American Standard/Trane Dealer	<a href="#">Information</a>   <a href="#">Registration</a>

### Navien Product Boiler Overview-Hillside

[Remove from Agenda](#)

**Start Date:** Tuesday, September 10, 2019 | **Start Time:** 8:00 AM | **End Date:** Tuesday, September 10, 2019 | **End Time:** 12:00 PM |  
**Location:** Munch's Supply 350 N. Mannheim Rd Hillside, IL | **Total Capacity:** 40 | **Refund Price:** \$0.00 | **Ordered Price:** \$ .00

[View Description](#)

### Q. How do I modify my registration?

A. To modify a registration, view your confirmation email (see image above), and select the link in that email, and click 'modify registration.' Select 'registration' (see image above), that will show the classes you are registered for. Select the class you need to modify and click 'add to agenda' (see image below). Continue the next steps to receive a new confirmation email; you can modify for each guest as needed.

### Pre Wall 1: 4 Steps to \$1 Million in Revenue-Hillside-Two Day Class

[Add](#)

**Start Date:** Thursday, September 12, 2019 | **Start Time:** 8:00 AM | **End Date:** Friday, September 13, 2019 | **End Time:** 3:30 PM |  
**Location:** Munch's Supply 350 N. Mannheim Rd Hillside, IL | **Total Capacity:** 35 | **Price:** \$825.00

[View Description](#)