# **Registering Membership Plus**

## Why

#### Registering Membership Plus is Required

Unregistered copies of Membership Plus will expire after 30 days.

#### Benefits of registering:

- The Membership Plus support team can notify you of important product updates, enhancements, and special
  offers.
- You receive three tickets of free technical support for Membership Plus.
- Your purchase is confirmed and proof of ownership established.
- You gain access to further technical support, including online help files, training videos, and more.

### How

You have received your copy of Membership Plus by either purchasing directly from Membership Plus at ACS Technologies or you purchased a CD from one of our many retail partners. Either way, you must register your copy of the program to confirm purchase and establish proof of ownership.

If you purchased the program directly from Membership Plus, you have already submitted your registration information and begun the registration process. You should have received a registration confirmation email containing your site number and registration code. You must now complete the registration by entering the registration information into the program.

#### ▼ To Complete Direct Registration

- 1. Open and log in to Membership Plus.
- 2. In the window that displays, click Enter Registration Info.
- 3. Enter your site number and registration code.
- 4. Click OK.

#### Alternatively:

- 1. Go to File and click Enter Registration Information.
- 2. Click the larger button named Enter Registration Info.
- 3. Enter your site ID and Registration Code, then click Ok.

If you purchased Membership Plus from one of our retail partners,

You must submit your registration information to begin the registration process.

#### ▼ To Complete Retail Registration

- 1. Make sure the computer is connected to the internet.
- 2. Open Membership Plus.
- 3. In the first window that displays, select Church of Good Training.
- 4. Click Continue.
- 5. In the Access Name drop-down list, select Administrator.
- 6. Click Ok.

- 7. In the displayed window, click Register Now.
- 8. Enter your organization's information. The information must be accurate for successful registration.
- 9. Click Submit.

Within minutes of submitting your organization's information, you should receive an email containing your registration information, including site number, personal identification number (PIN), and registration code. After receiving this email, you must complete the registration by entering the registration information into the program.

To complete registration

- 1. Open and log in to Membership Plus.
- 2. In the window that displays, click Enter Registration Info.
- 3. Enter your site number and registration code.
- 4. Click OK.

Make sure to keep your registration information. This information gives you access to important Membership Plus resources, such as the Knowledge Base, training videos, and more.

#### \* Register without Internet access

If you do not have access to the Internet, or did not receive your registration information, call 866-539-6391 during regular business hours to complete your registration.



### **Related Links**

- Access Your Registration Account
- Getting Started.
- Installing Membership Plus