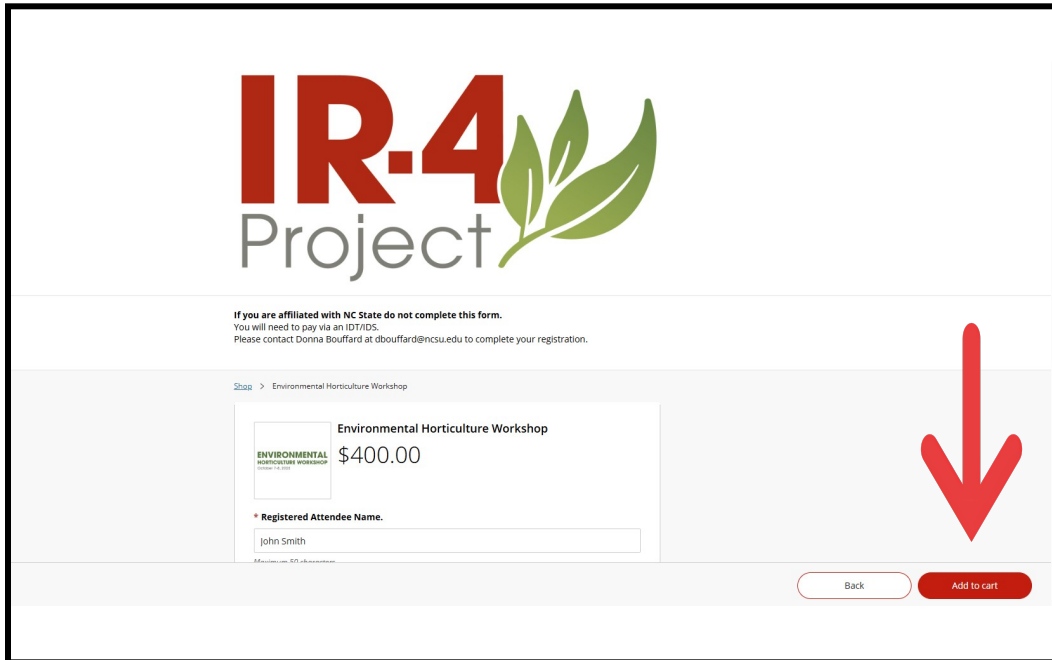


# How to Register for IR-4's 2025 Environmental Horticulture Workshop

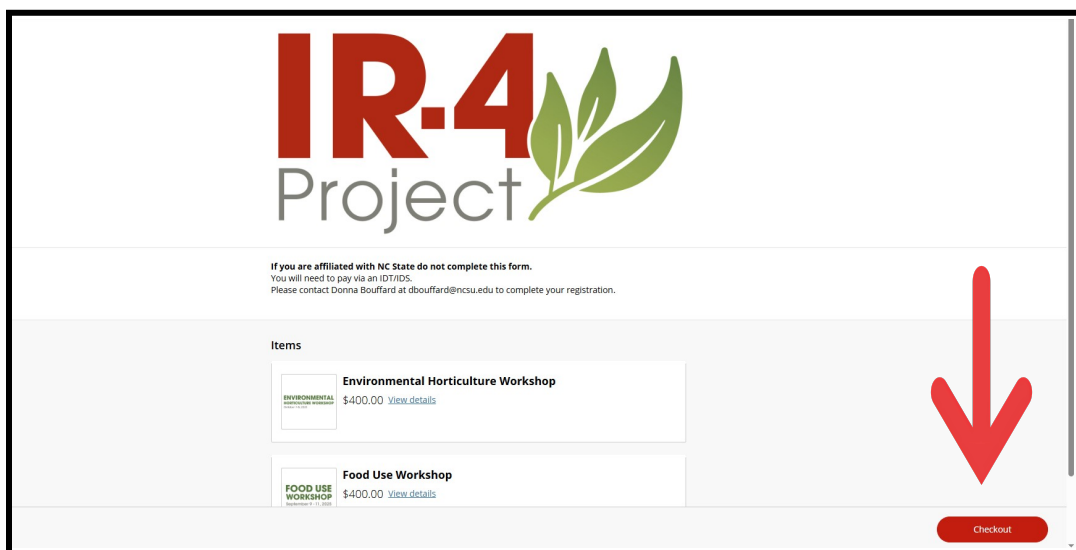
<https://commerce.cashnet.com/CALS35?itemcode=CALS35-EHW>

## 1. Fill in all the fields on the first page, then click Add to Cart



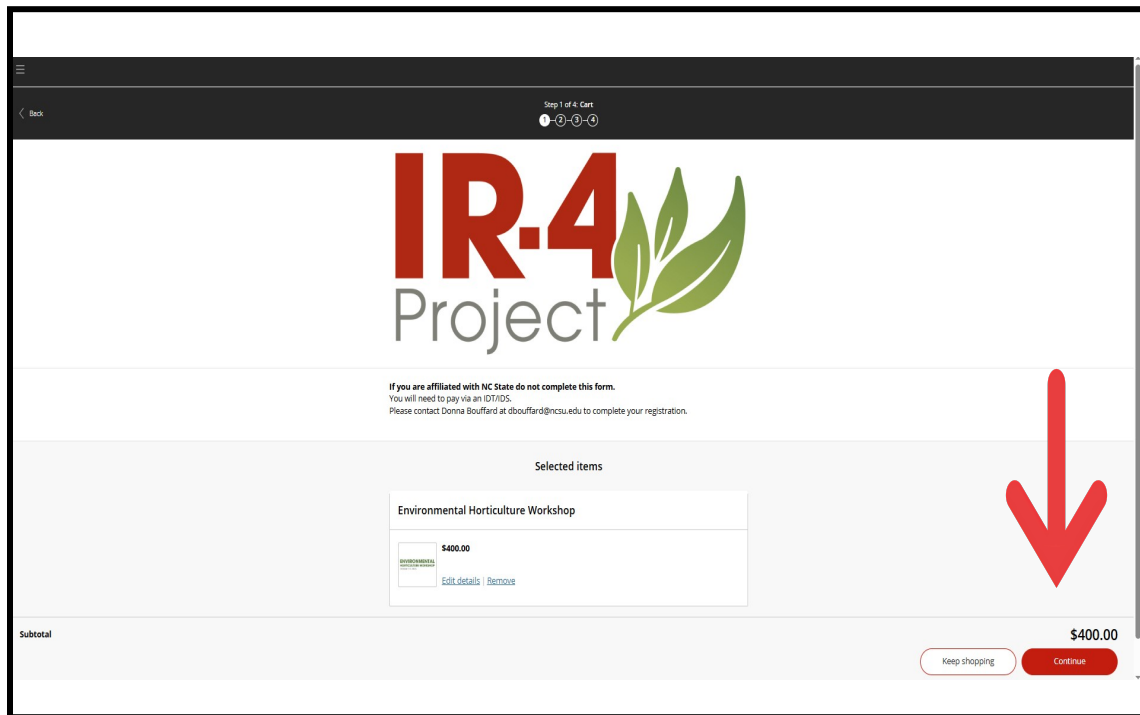
The screenshot shows the IR-4 Project registration page. At the top is the IR-4 Project logo. Below it is a note: "If you are affiliated with NC State do not complete this form. You will need to pay via an IDT/IDS. Please contact Donna Bouffard at dbouffard@ncsu.edu to complete your registration." The main content area shows a shopping cart item: "Environmental Horticulture Workshop" for \$400.00. Below the item is a form for "Registered Attendee Name" with the text "John Smith" entered. At the bottom right, there are two buttons: "Back" and "Add to cart". A large red arrow points down towards the "Add to cart" button.

## 2. Then, click Checkout



The screenshot shows the IR-4 Project registration page with two items in the cart: "Environmental Horticulture Workshop" for \$400.00 and "Food Use Workshop" for \$400.00. Both items have a "View details" link. At the bottom right, there is a "Checkout" button. A large red arrow points down towards the "Checkout" button.

### 3. Click Continue



The screenshot shows the IR-4 Project cart page. At the top, there is a navigation bar with a "Back" link and a "Step 1 of 4: Cart" indicator. The main header features the "IR-4 Project" logo, which includes the text "IR-4" in large red letters and "Project" in smaller grey letters, accompanied by a green leaf icon. Below the header, a message states: "If you are affiliated with NC State do not complete this form. You will need to pay via an IDT/IOS. Please contact Donna Bouffard at dbouffard@ncsu.edu to complete your registration." The "Selected items" section contains a table with one item: "Environmental Horticulture Workshop" priced at "\$400.00". Below the item name is a small thumbnail image and two links: "Edit details" and "Remove". At the bottom left, the "Subtotal" is listed as "\$400.00". At the bottom right, there are two buttons: "Keep shopping" and "Continue". A large red arrow points directly to the "Continue" button.

Step 1 of 4: Cart

Back

# IR-4 Project

If you are affiliated with NC State do not complete this form.  
You will need to pay via an IDT/IOS.  
Please contact Donna Bouffard at dbouffard@ncsu.edu to complete your registration.

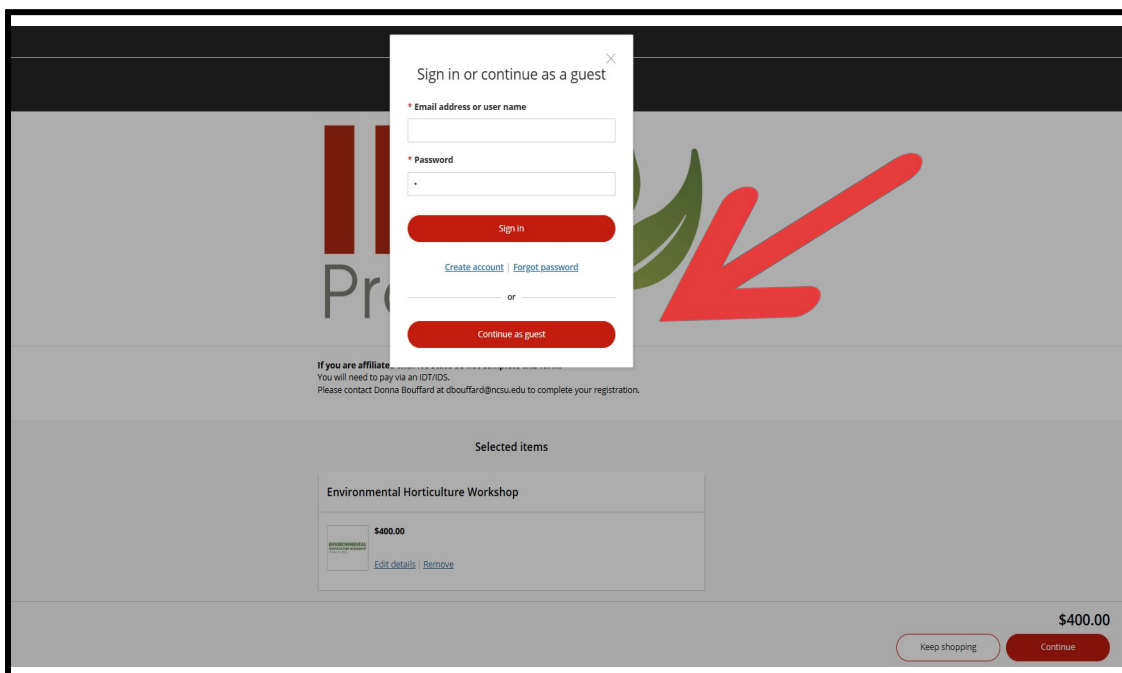
Selected items

|                                     |          |
|-------------------------------------|----------|
| Environmental Horticulture Workshop | \$400.00 |
|-------------------------------------|----------|

Subtotal \$400.00

Keep shopping Continue

### 4. Click Continue as Guest



This screenshot shows the same IR-4 Project cart page as before, but with a "Sign in or continue as a guest" modal window open in the center. The modal has a close button (X) in the top right corner. It contains two input fields: "Email address or user name" and "Password". Below these fields are two buttons: "Sign in" and "Continue as guest". There are also links for "Create account" and "Forgot password" between the "Sign in" and "Continue as guest" buttons. The background of the page is dimmed. A large red arrow points to the "Continue as guest" button in the modal.

Sign in or continue as a guest

\* Email address or user name

\* Password

Sign in

Create account | Forgot password

or

Continue as guest

Subtotal \$400.00

Keep shopping Continue

## 5. Fill in the billing information fields and click Continue

Step 2 of 4: Additional information

1 2 3 4

# IR-4 Project

If you are affiliated with NC State do not complete this form.  
You will need to pay via an IDT/IOS.  
Please contact Donna Bouffard at dbouffard@ncsu.edu to complete your registration.


Please provide your billing information below:

\* First Name.  
John  
Maximum 50 characters

\* Last Name.  
Smith  
Maximum 50 characters

\* Address Line 1.  
Maximum 50 characters

Keep shopping Continue



\* Note: You are able to register for other participants - fill in their information as the "Registered Attendee" and then your information in the billing section.

## 6. Add your credit card information and click Continue

# IR-4 Project

If you are affiliated with NC State do not complete this form.  
You will need to pay via an IDT/IOS.  
Please contact Donna Bouffard at dbouffard@ncsu.edu to complete your registration.

How would you like to pay?


Payment amount  
\$400

\* Payment method  
Credit or debit card

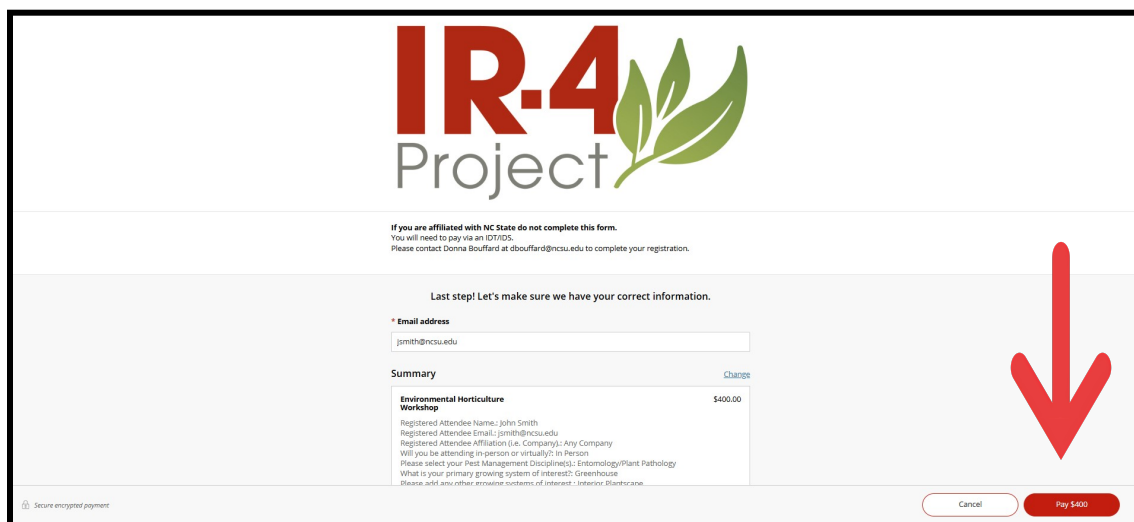
\* Card number  
5454 5 [redacted]  
AMERICAN EXPRESS DISCOVER MASTERCARD VISA

\* Expiration date  
\* Security code

Keep shopping Continue



## 6. Verify your information and click Pay



**IR-4 Project**

If you are affiliated with NC State do not complete this form.  
You will need to pay via an IDT/IOS.  
Please contact Donna Bouffard at [dbouffard@ncsu.edu](mailto:dbouffard@ncsu.edu) to complete your registration.

Last step! Let's make sure we have your correct information.

\* Email address

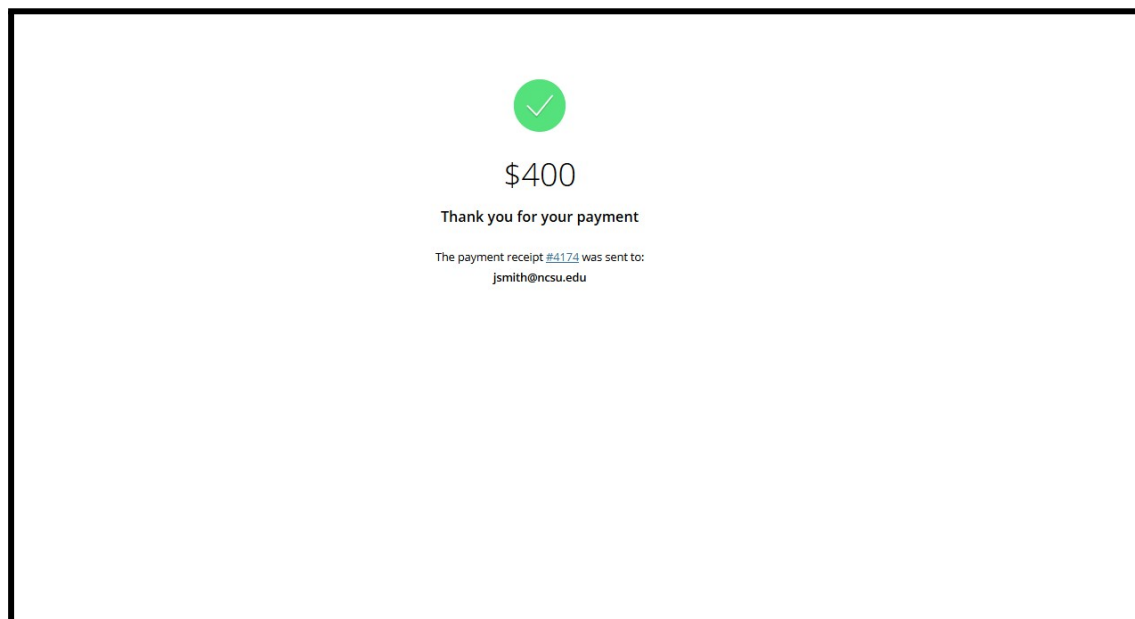
Summary [Change](#)


|                                     |          |
|-------------------------------------|----------|
| Environmental Horticulture Workshop | \$400.00 |
|-------------------------------------|----------|

Registered Attendee Name: John Smith  
Registered Attendee Email: [jsmith@ncsu.edu](mailto:jsmith@ncsu.edu)  
Registered Attendee Affiliation (i.e. Company): Any Company  
Will you be attending in person or virtually?: In Person  
Please select your First Management Discipline(s): Entomology/Plant Pathology  
What is your primary growing system of interest?: Greenhouse  
Please select any other growing systems of interest: Interior Blackbox

Secure encrypted payment

7. You are done! A payment receipt with a link to event details will be sent to your email. Please note that it will come from [notify@cashnet.com](mailto:notify@cashnet.com).





\$400

Thank you for your payment

The payment receipt #4174 was sent to:  
[jsmith@ncsu.edu](mailto:jsmith@ncsu.edu)

If you have any questions or issues regarding registration, please contact Donna Bouffard at [dbouffard@ncsu.edu](mailto:dbouffard@ncsu.edu).