

How to Register for VAAR Classes

The Victoria Area Association of REALTORS® has changed the way members register for classes. The correct way to register for classes is outlined below:

1. Go to the VAAR website by entering <https://www.vaar.org> into your browser. *Note: please bookmark this page and visit it frequently.*
2. Once there, click on the **Members** menu item.
3. From the menu items, select **VAAR Education Calendar**
4. A calendar of classes will appear and will allow you to scroll up and down to see the list of classes and start times.
5. Once you have decided on the class or classes you would like to take, click on the **Registration Form** link at the top of the calendar page.
6. The Course Registration Form will appear. Please enter your **Full name, Email Address, License Number, and Phone number** in the top portion of the form.
7. Scroll down and select the class or classes you would like to take by clicking on the box in front of the class identifier.
8. Select one of the **Payment Options**. If you select, Please Invoice, you will receive an invoice from the VAAR office by email that will allow you to pay by credit card. If you selected Pay in Person, please make arrangements to make payment at the board office.
9. Click on **Submit** to finalize your class selection(s).
10. You will receive an email from the VAAR office confirming your selections and license information. Please note in your personal calendar the dates you have selected for your class or classes.
11. The VAAR office may contact you prior to the class if there are any class materials you might need for the class.

<https://www.vaar.org>

