



## REGISTRATION INSTRUCTIONS

On the registration page, insert the required information and click complete. You'll automatically be sent to the next page to select classes and sessions.

The menu at the top of the page provides links to the options available:  
*General Sessions, Designations & Certifications, Breaks & Exhibitor Time,  
Morning Sessions, Afternoon Sessions, All Sessions*

You may view all sessions at one time by clicking "All Sessions," or select one of the menu items to see a specific track.

A description of each class/session is available by clicking on the title. Make your selections by clicking 'Add' at the far right on the grid.

Remember to check out the offerings in each of the menu tracks.

As you complete your selections in each track, select "Complete Reservation" at the bottom of the page. You will then have the option to upload a photo for your profile. If you do not want to add a photo, click "Skip."

A confirmation of your registration will be generated.

If you selected a session that requires payment (CRS or CIPS courses), you will be forwarded to checkout. Your classes/sessions and registration are not completed until you check out and pay for your courses.

As the conference gets closer, you will receive another email with instructions to access to your selected sessions.