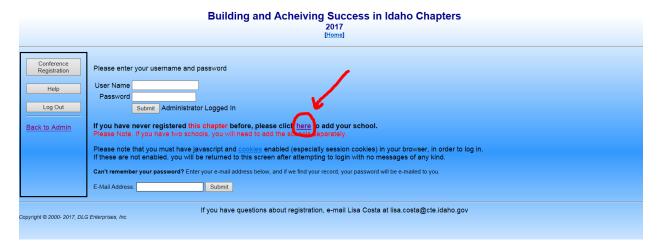
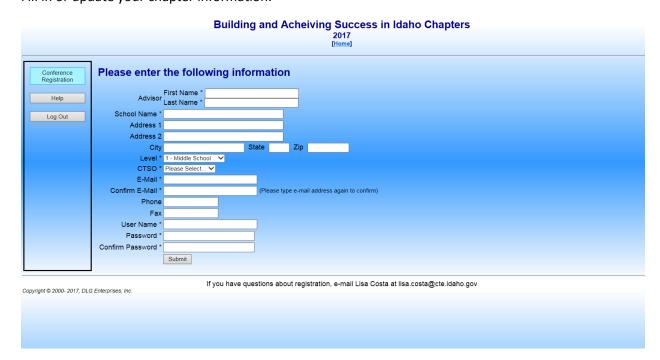
BASIC Training Registration Instructions

Click on the web registration link for your chosen site in the email provided.

For first time users for this conference click the "here" link on the registration portal and follow the instructions. For returning users enter your username and password. If you do not remember these, fill-in the "Can't remember..." and it will be emailed to you.



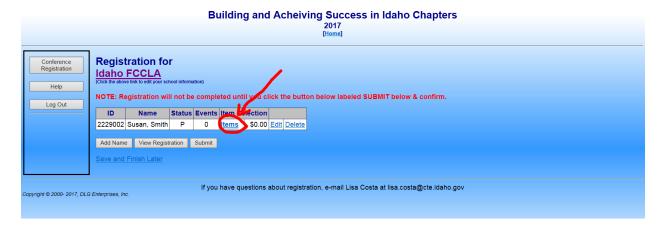
Fill in or update your chapter information.



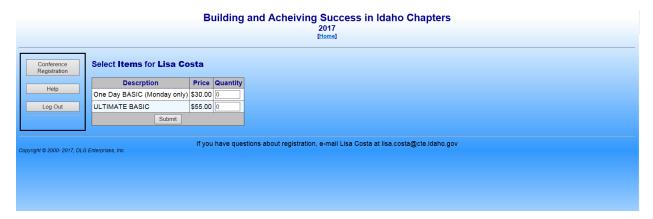
To register your chapter, enter each participant one at a time. This includes the Chapter Advisor.



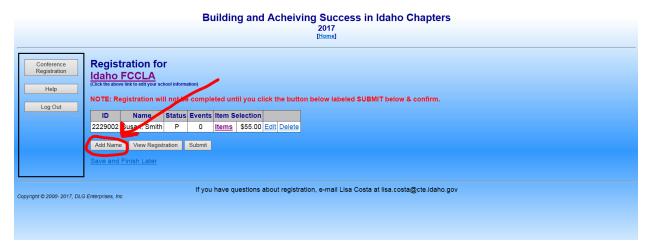
For each participant you MUST add which package you will be purchasing; the ONE Day BASIC, or Two-Day Ultimate. To do this click "ITEMS". You can also add t-shirts here too, if you would like a conference t-shirt.



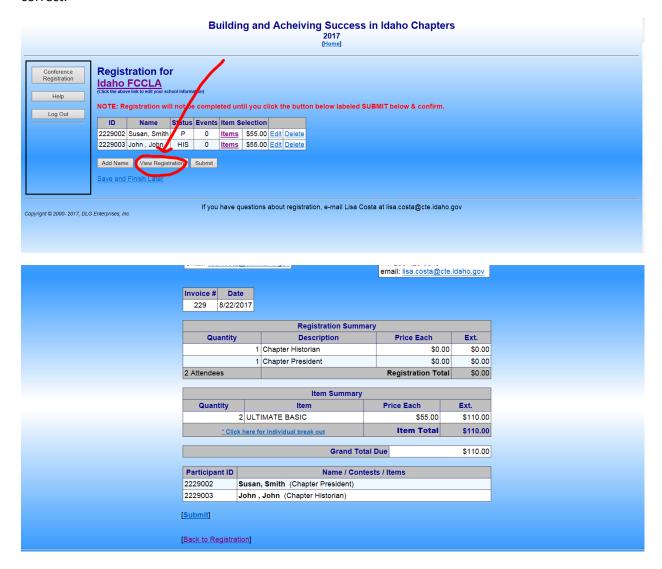
Chose which package your chapter will be attending. For more information look at the information packet for BASIC Training.



Continue by adding all attending participants until complete.



Once all attending participants are entered click the "View Registration" to check that your invoice is correct.



Once you've double checked to make sure Invoice is correct, submit your registration.

If not click "Back to Registration" to make additional changes.



Make sure to SUBMIT no later than 10 pm on 9/7/18 or a late fee will be automatically added to all registrants. You can change registration after you SUBMIT if needed. Any changes made after 9/7/18 will incur a late fee per registrant changed.

If you have additional questions, please contact Stephany Garcia at Stephany.garcia@cte.idaho.gov