

## How do I register for a Workshop online?

Anywhere on this website you can click on [Register On-Line](#) which will take you to the payment page.

Please read the "Terms and Conditions."

Only **AFTER** you click the box accepting the Terms and Conditions will you be able to successfully click Register for Events.

1. Scroll down and select (in the far left-hand check-box) the workshop of your choice.
2. Fill out the Form – Steps 1 to 4
  - Step 1 – organizational details
  - Step 2 – attendee details (click to add)
  - Step 3 – check registration summary
  - Step 4 – confirm registration

**Note:** If a window pops up with an error message, you will need to go back and correct your error/s before you can successfully register.

A confirmation email will be sent to the specified address if you have registered correctly.

Make your payment while you're on-line. *Anyone can use PayPal to pay an online account without "joining" PayPal.*

If you opt not to pay immediately, but still wish to pay with a credit card, there is a link in the confirmation email for that purpose.