

Registration Help

1. I don't have email, how can I register?

You can use someone else's email address, such as a co-worker or administrative assistant. You will just need to create (and remember) your own password. Any workshop reminders and notices will be sent to that email address. You can also ask them to register for you - see next item.

2. How do I register others?

Just enter the registrant's information using their email address or your own. You will have to create a password the first time you register, this password can be used to access the record in the future. Any workshop reminders or notices will be sent to the email address you are using for registration, so please be sure to forward the information to the person registered.

If you are registering a few people, you can do one of two things:

1. **If each person has their own email**, then use each person's email and choose a password. You can use the same password for each person you register, so it will make it easier to deal with next time; or
2. **If each person doesn't have their own email**, you can use your own email more than once. But you must create a different password for each person you register; otherwise the system will keep bringing up your original information.

To complete more than one registration with the same email: On the main page enter your email and make sure the "new membership" button is clicked. Click "Continue". On the next page, click the bar "Begin a new membership with this email" and it will open to a new blank page for you to fill out and continue the membership record.

3. How Do I Access My Account (I already have a membership with a password): On the main welcome page click on the button for "Existing Membership". Enter your email address and click "Continue", enter your password and click "Continue" again. At this point the screen will allow you to "make changes" or "view, print or email membership record or receipt". If you need to sign up for a workshop, get a parking pass or edit your personal information click on "make changes". If you just want to see what you have

signed up for click the other link “view, print or email membership record or receipt”.

4. I can't remember my password. If you have forgotten your password, go to the main page of the system. Click on the button for “Existing Membership” and enter your email address. On the next page it will ask you for your password, but there will be a link underneath the “Continue” button that says “Forgot your password?”. Click on this link and a window will come up with a button that says “Reset my password”. Once you click on this button your password will be reset and the new reset password will be emailed to you.

You can then log into the system using this new password. Once logged-in you can change the password if you would like.

5. This is the first time I register online but the system is telling me I already am a member? You may be registered from a previous conference. You can still register as a new member and create a new password.

Have more questions?

Please contact Marie Esten (401-874-5687) or mesten@uri.edu