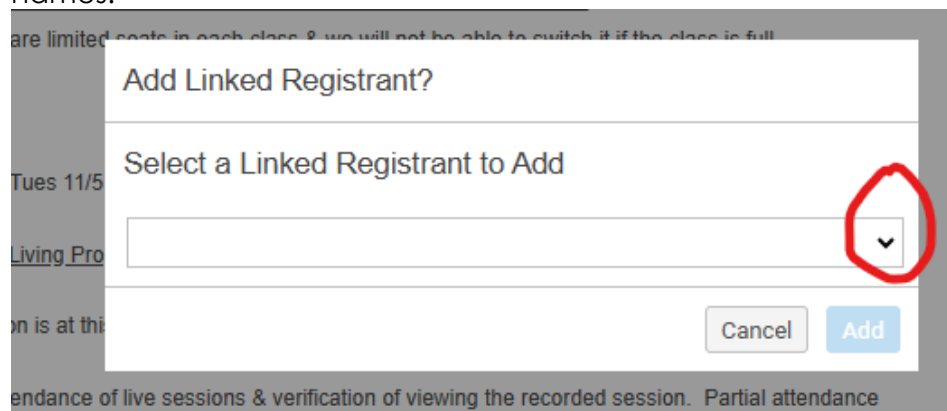


Registering for ESAAL Events

- **Use your own username & password to log in to receive the member rate**
 - If you have never registered, you need a Username & password, otherwise, you will be charged the non-member rate (double)
 - Email Cara cgroff@esaal.org or Karen kthornton@esaal.org to get your profile setup.
 - **DO NOT overwrite info**
 - Ex: You are the ED registering your new case manager who has not attended an ESAAL event. You log in with your UN & PW and start typing their info over the auto-filled info (your details).
 - This deletes your contact info & you will no longer receive ESAAL emails, like Member Alerts.
 - **Administrators & Executive Directors are the default “Key Contact” that can register other people within their facility by using the “Register Linked Profile” button.**
 - We can add Key Contacts, if they are needed. EX: your Accounting manager handles registrations. Just email Cara or Karen.
 - **If you are registering yourself AND other people, start with step 1**, after you open the registration form.
 - **If you are only registering other people, skip step 1 & go to step 2**, after you open the registration form.
1. Click “Register Yourself” button & complete the information for your own registration. (do not click “next” until you’re done adding people)
 2. Click “register linked profile” button.
 3. This will open a new, small window. Click the little down arrow for the list of names.



are limited seats in each class & we will not be able to switch it if the class is full

Tues 11/5

Living Pro

on is at th

endance of live sessions & verification of viewing the recorded session. Partial attendance

Add Linked Registrant?

Select a Linked Registrant to Add

Cancel Add

4. Click on the name of the first person you want to register
 - a. If the person you want to register doesn't appear in the list of linked profiles, email Cara or Karen to get their profile setup.
 5. Click "Add"
 6. Complete that person's registration information on the form.
 7. If you're registering multiple people, click "register linked profile" again (do not click "next" until you're done adding people)
 8. Complete steps 2-5 for the second person, then repeat as needed.
 9. Once you've added everyone you want to register for the event, click "next" to review the form & make payment to finalize the registrations.
- **Email Cara with any registration questions cgroff@esaal.org**