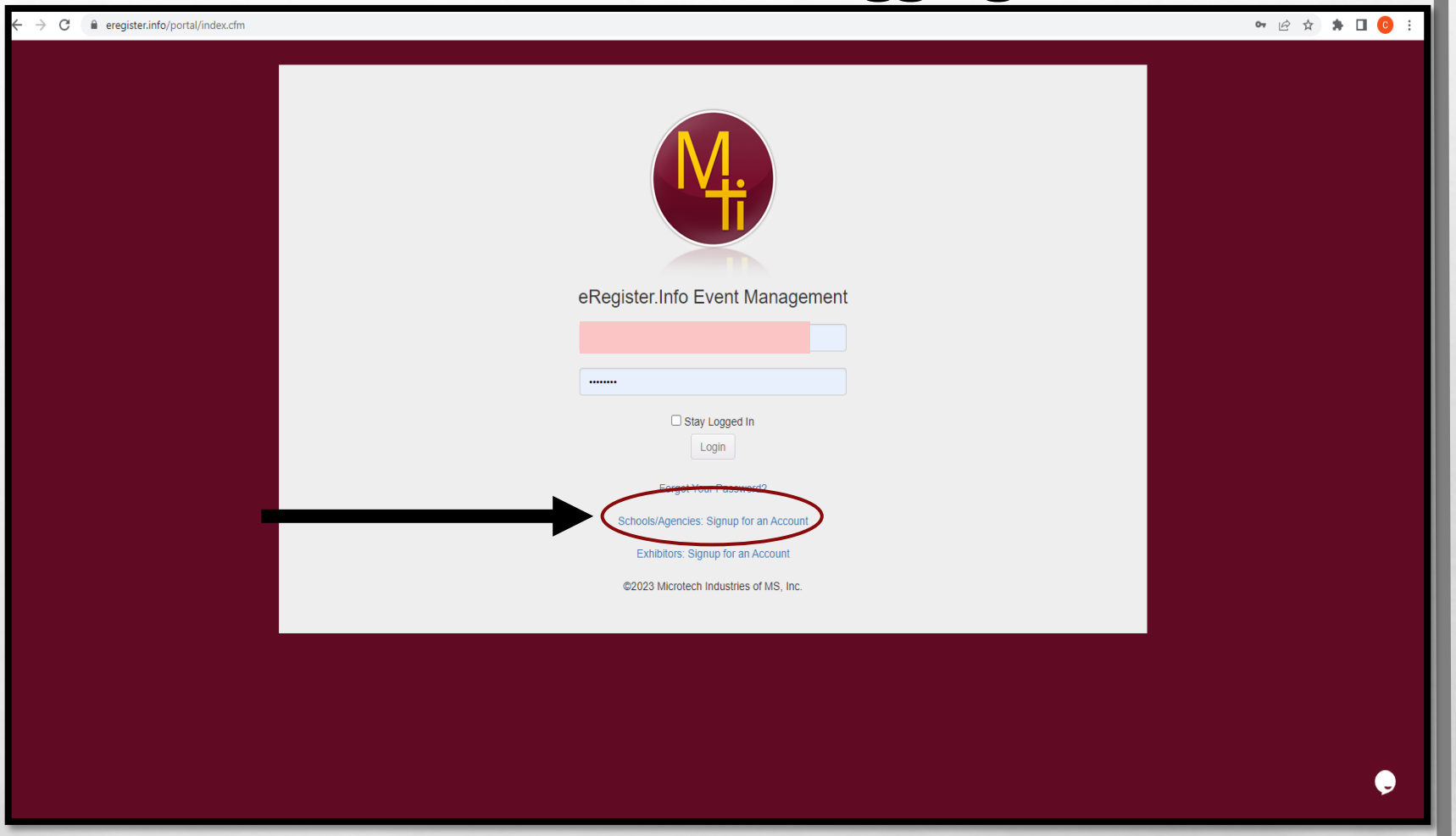
MECEC REGISTRATION GUIDE

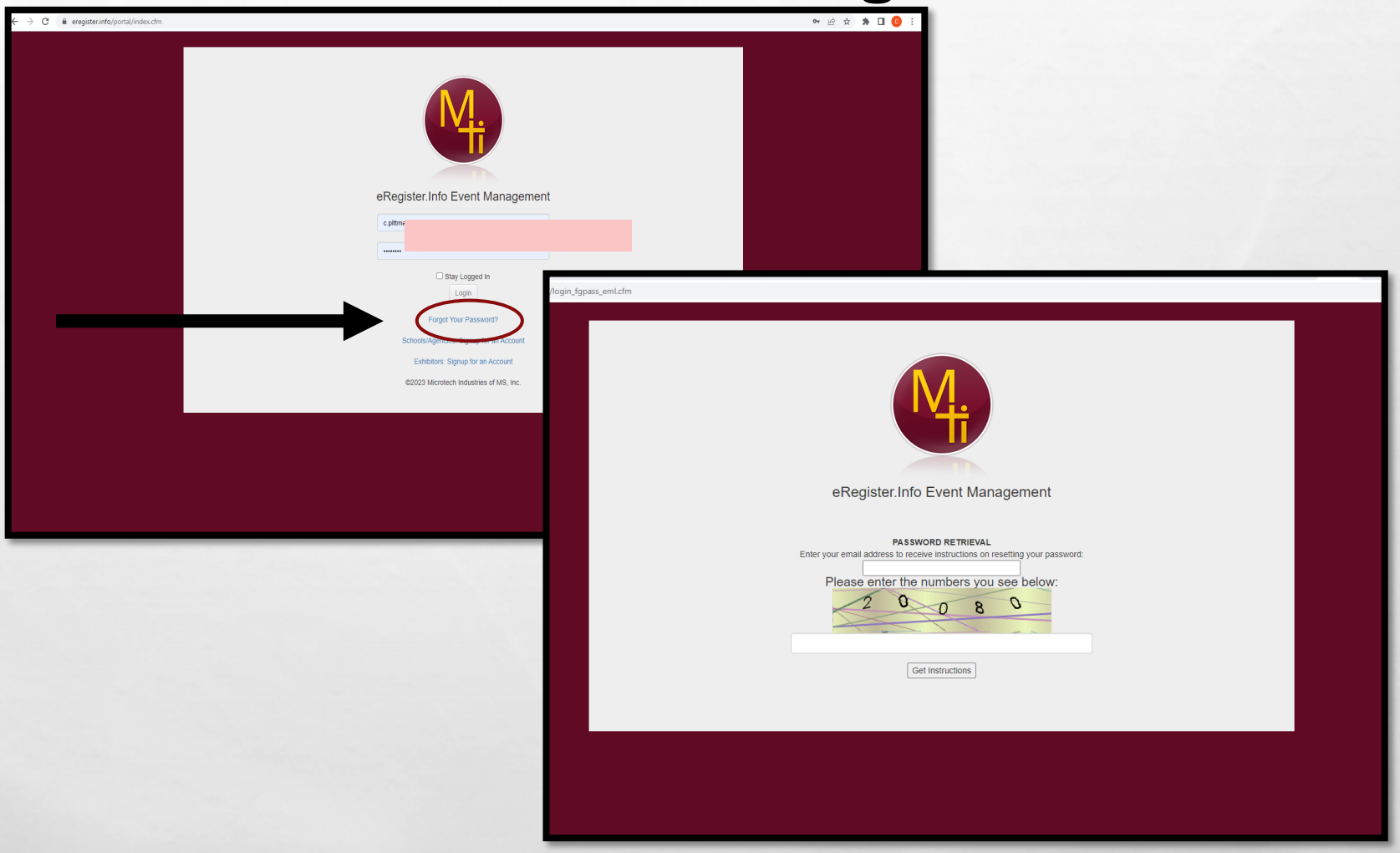
Logging In

- Login to https://eregister.info/portal/index.cfm
- If you have an account, enter your email and password to log-in.
- If you do not have an account, click "Schools/Agencies: Signup for an Account."



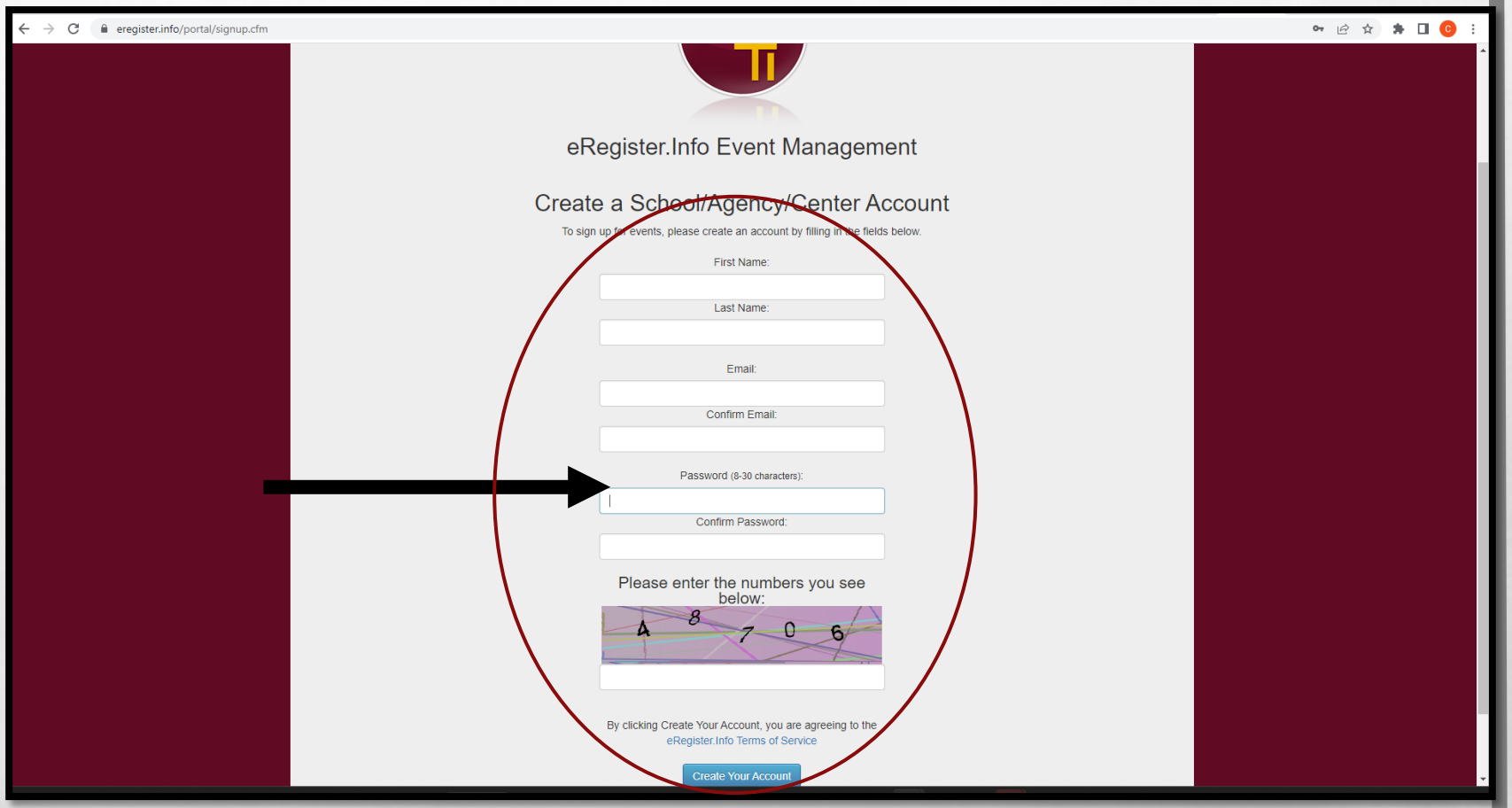
Resetting Password

- If you forgot your password, click “Forgot your password” to reset.
- Once you enter your email and the number code, click “Get Instructions.”
- Password reset instructions will be emailed to you.



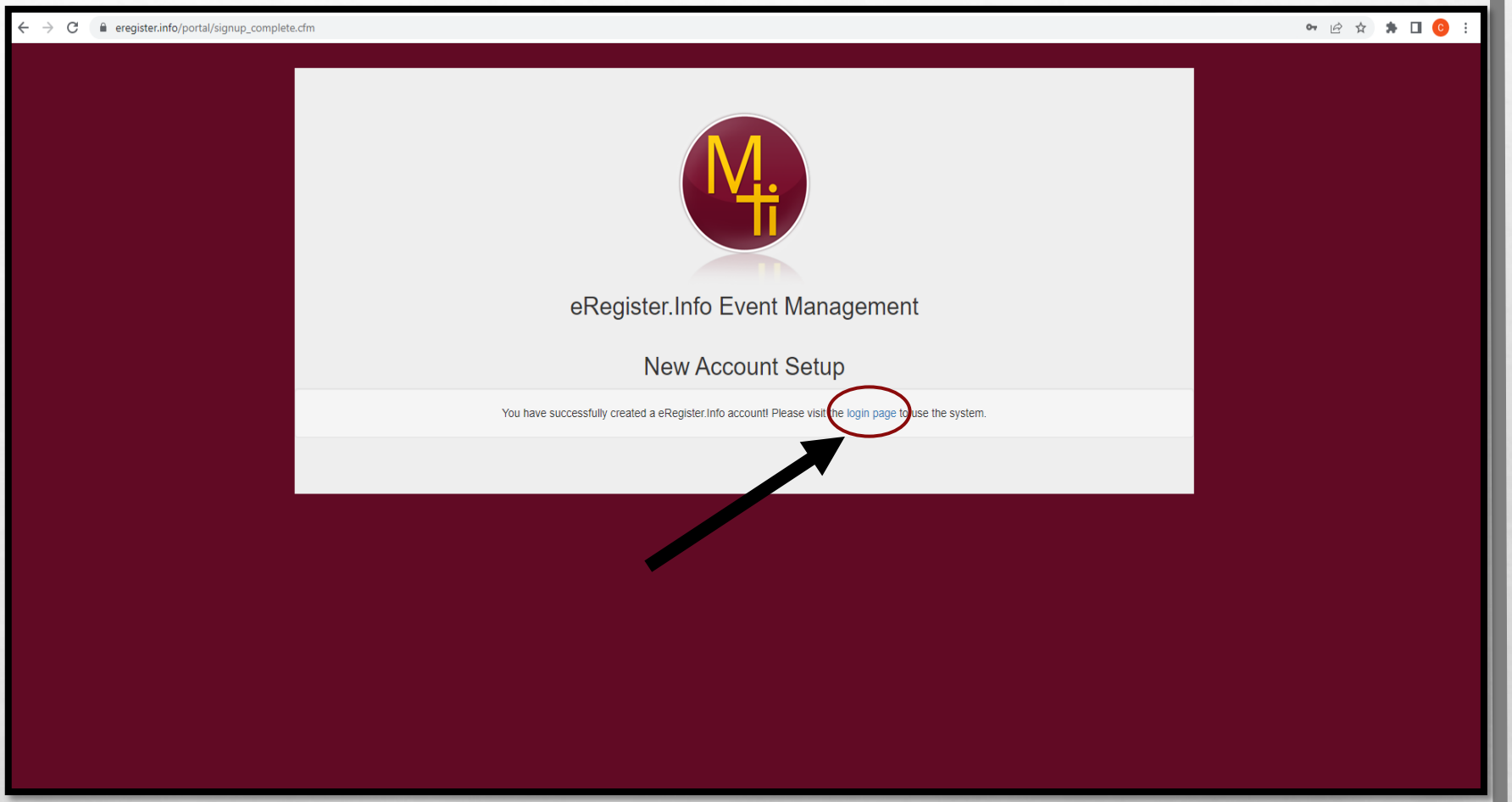
Creating a New Account

- To create a new account, enter your name, email, and password.
- Then, enter the characters in box.
- Next, click "Create Your Account."



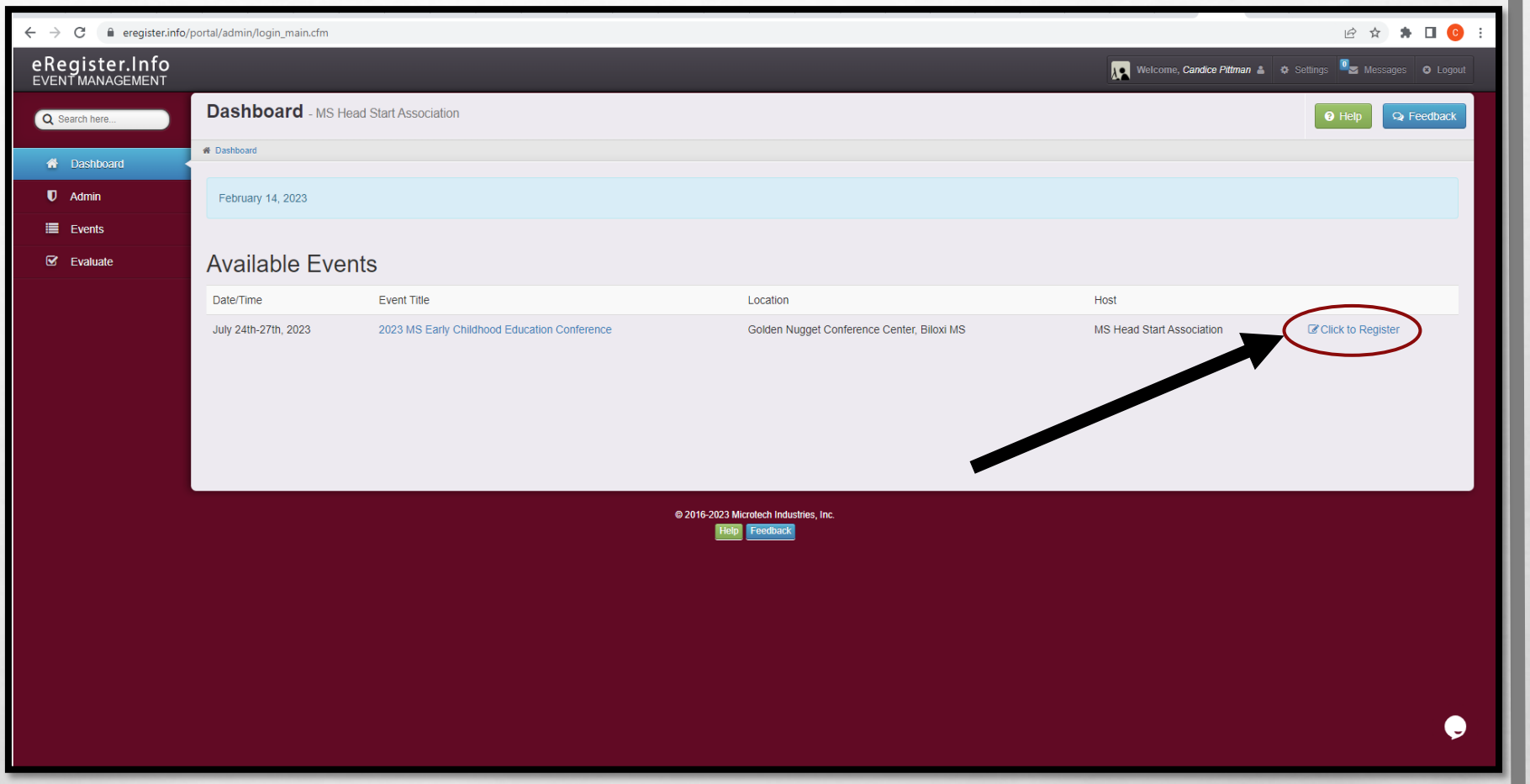
Creating a New Account

- Once you have created your account, you will see this screen.
- To log in, click "Login page" to return to the event management screen to log in using the information you just entered.



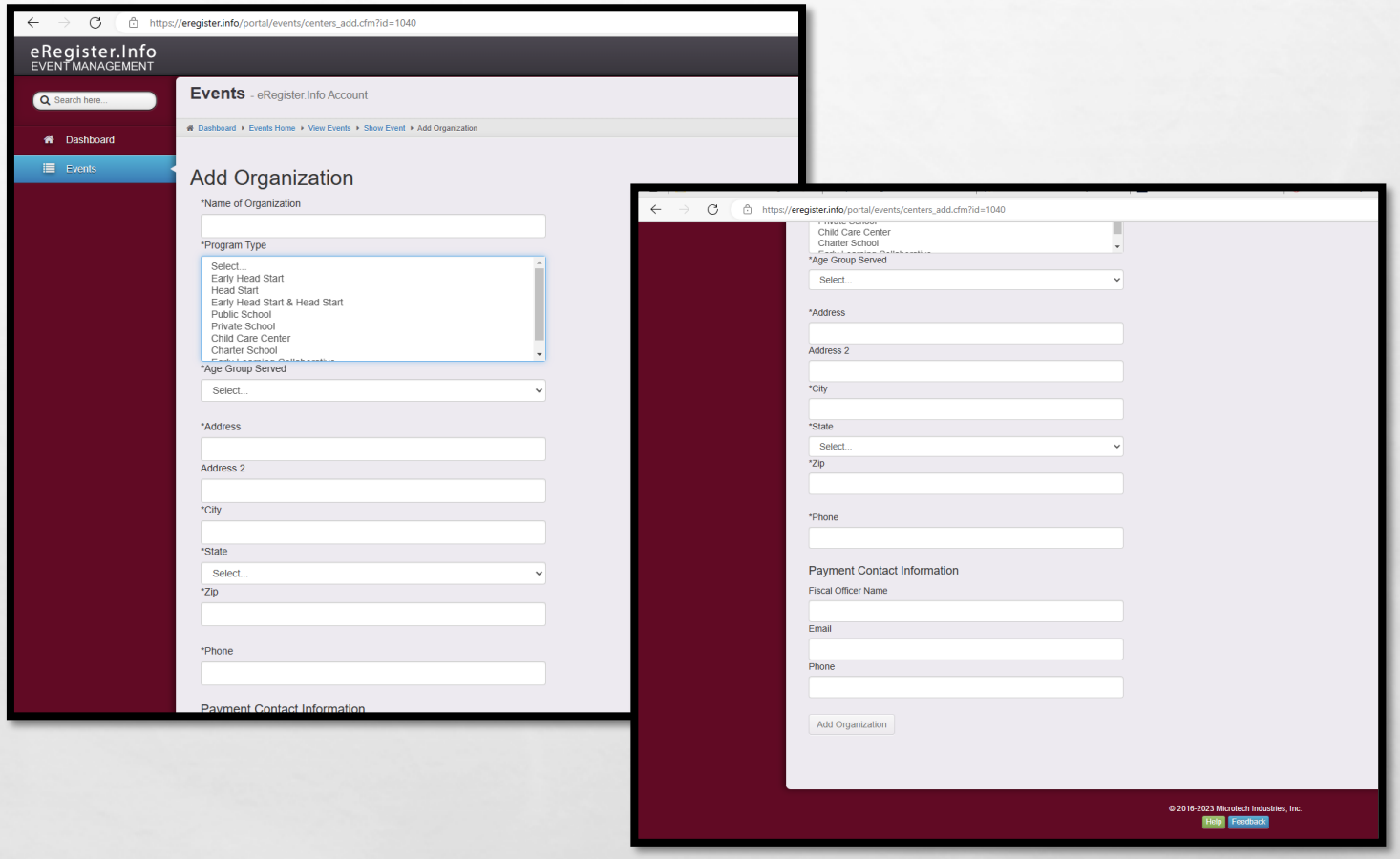
Dashboard

- Once you have logged in, you will see the dashboard.
- The dashboard shows any events open for registration.
- To register for an event, select "click to register."



Organization Setup

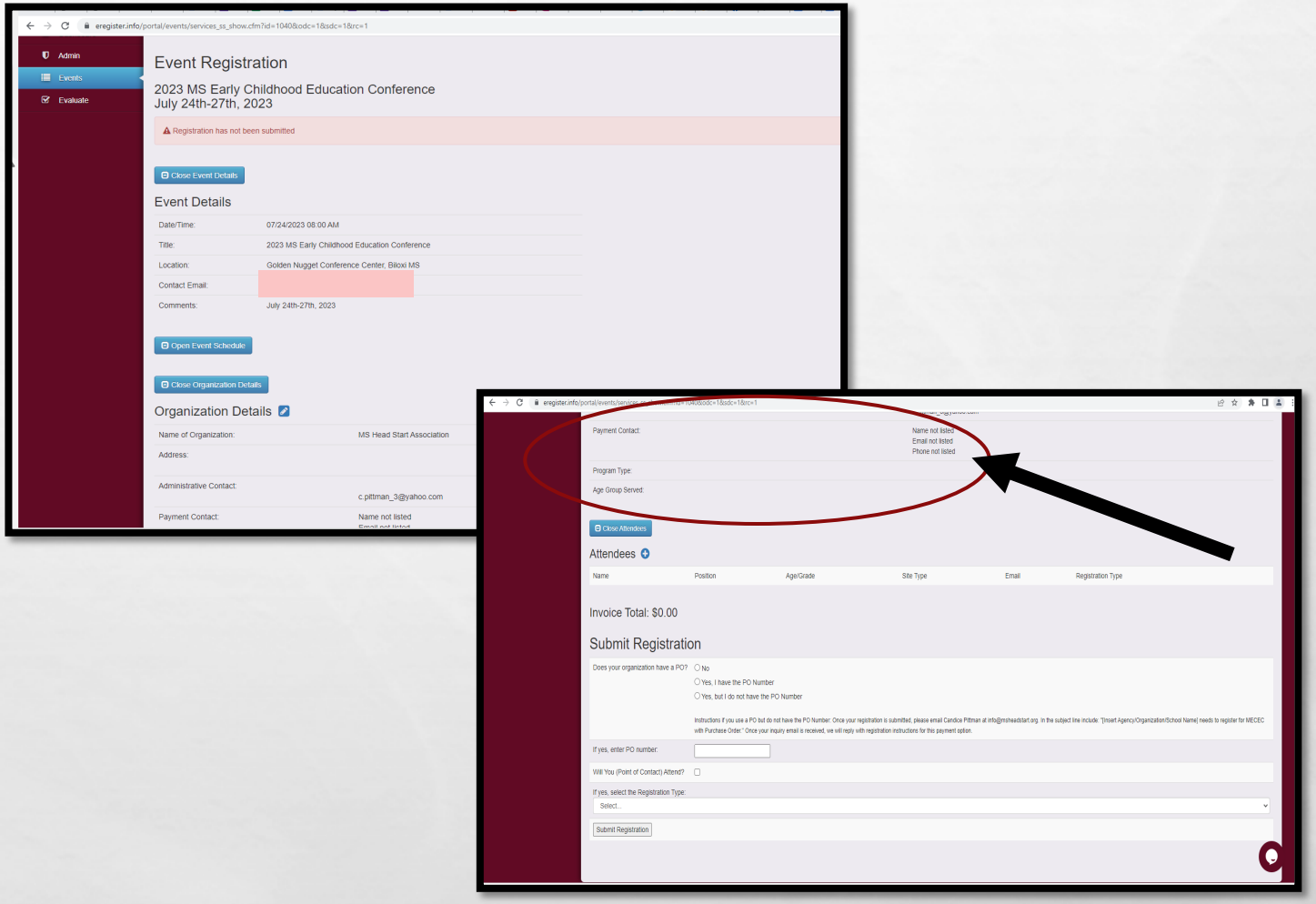
- If this is your first time registering, you will need to add your organization's details.
- Please ensure the information for the person who will be responsible for payment is listed under payment contact.
- Once the information is entered, click "Add Organization."



Event Registration Screen

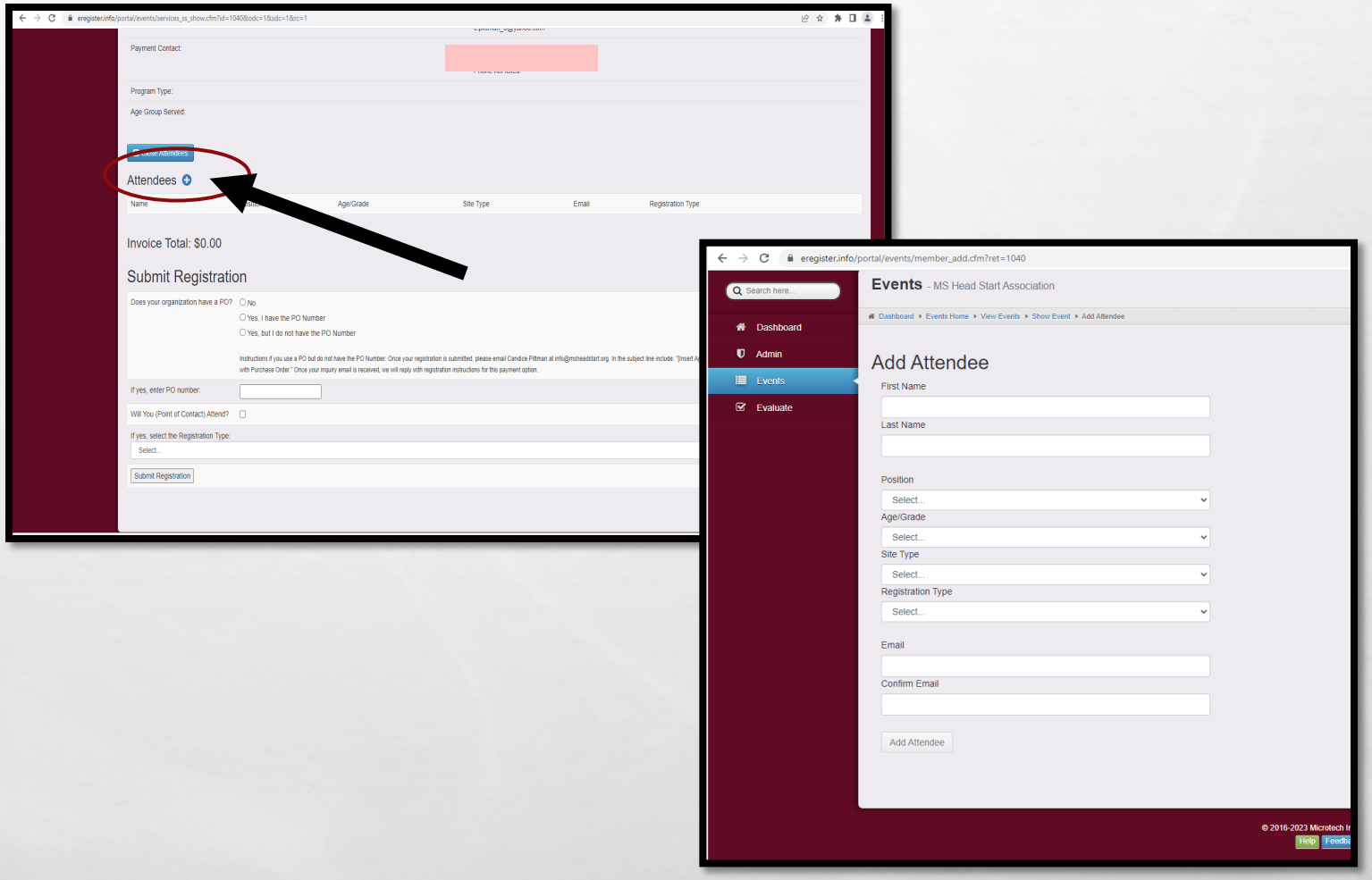
- If you have previously used this system to register, you will see the event registration screen with the following:
  - Event Details
  - Organization Details
  - Attendees
  - Submit Registration Section

- Please ensure the person responsible for payment is listed under payment contact.



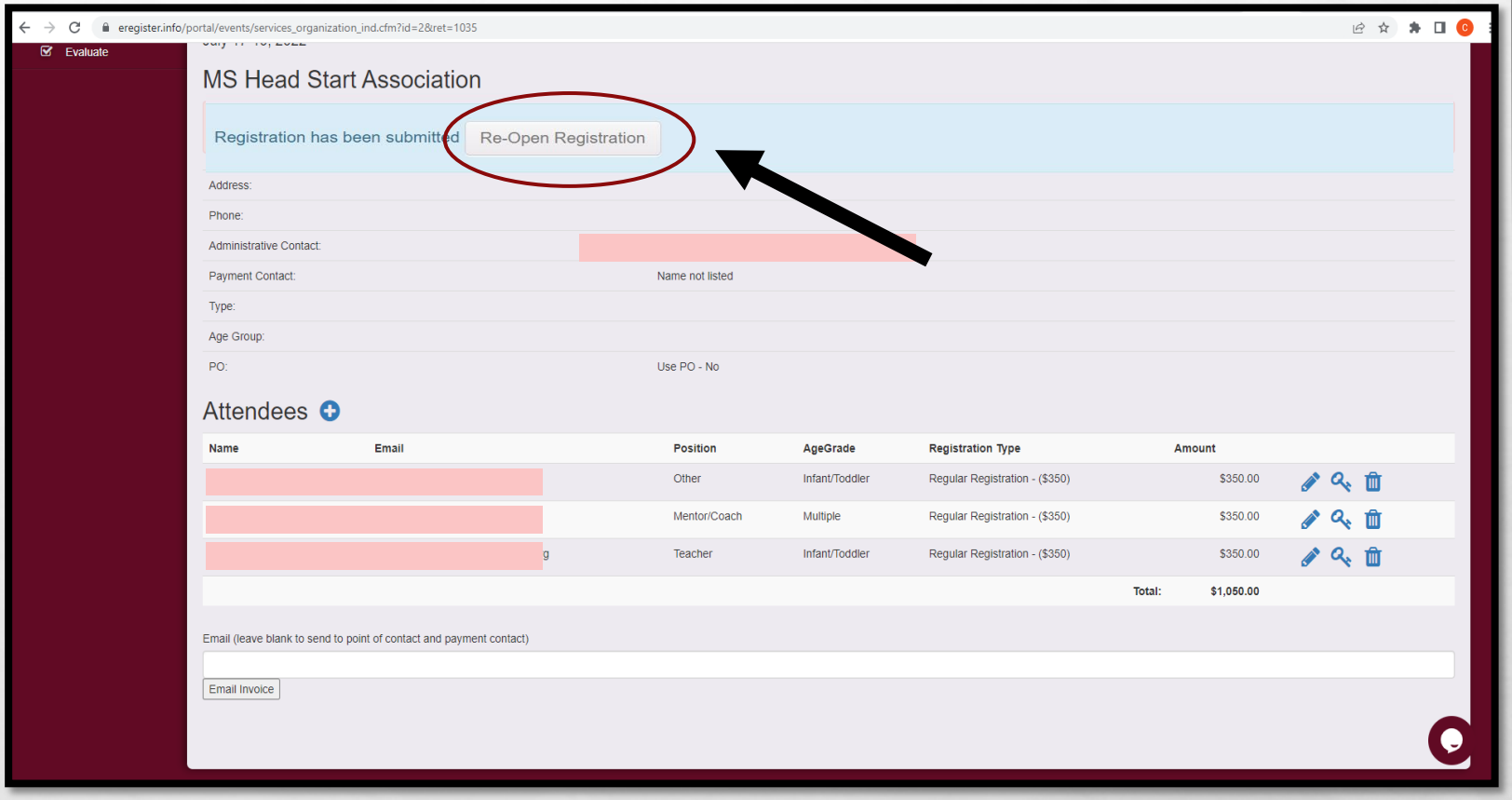
Adding Attendees

- To register, click the "+" next to attendees.
- Enter the attendee information.
- Once attendees are registered, click "Submit Registration."
- **Note: If you would like to register more than one attendee at a time, move to the next slide.



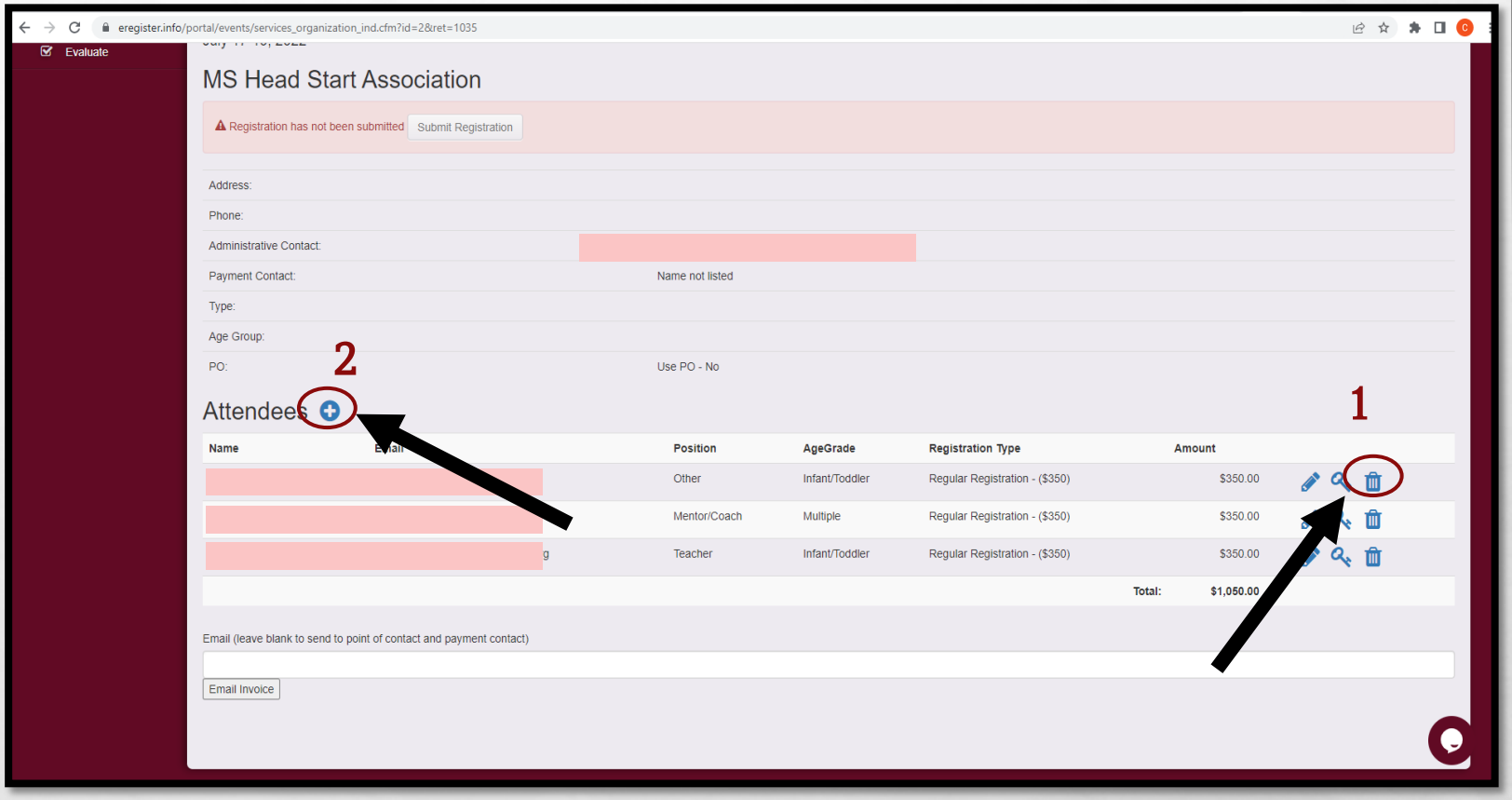
Making Substitutions

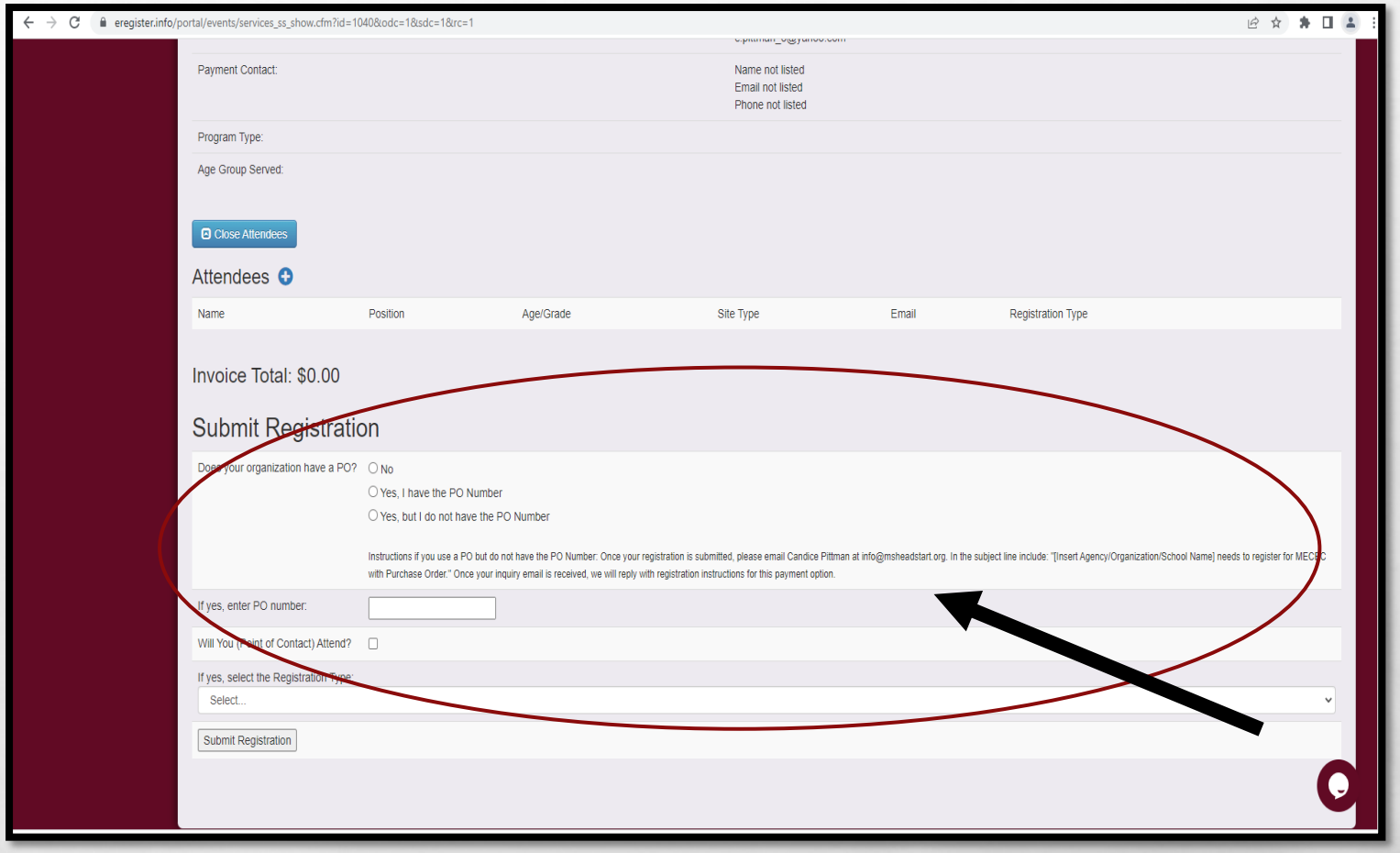
- Substitutions can be made for your school/organization.
- To make substitutions, click "Re-Open Registration".



Making Substitutions

- Click the "trash icon" to delete the person who is no longer attending.
- Then, click " + " to add the other attendee.
- Once attendees are registered, click "Submit Registration" to resubmit the registration.



Paying via PO Number

- If you need to pay via PO, there are now two options.
- If you have your PO Number, select yes, I have the PO Number and enter your number.
- If you do not have your PO Number, select yes, but I so not have the PO Number and follow the instructions on the screen.