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- Login to <u>https://eregister.info/</u> <u>portal/index.cfm</u>
- 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."

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Logging In

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- 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.

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Stay Logged In Logn Frogrit Your Passwort? Schoosingeneen use and Account Exhibitors: Signup for an Account 62023 Microtech Industries of MS, Inc.	eRegister.Info Event Management	
	PASSWORD RETRIEVAL Enter your email address to receive instructions on resetting your password: Please enter the numbers you see below: Cet instructions	

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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."

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	eDegister Info Event Management	
	eRegister.mo Event Management	
	Create a School/Agency/Center Account To sign up to events, please create an account by filling in the fields below. First Name:	
	Last Name: Email: Confirm Email:	
-	Password (8-30 characters): 1 Confirm Password: Please enter the numbers you see below:	
	By clicking Create Your Account, you are agreeing to the eRegister.Info Terms of Service 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.

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	eRegister.Info Event Management			
	New Account Setup			
	You have successfully created a eRegister.Info account! Please visit he login page to use the system.			

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."

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eRegister.Info				💽 Welcome, Candice Pitiman 🛓 💠 Settings 🧧 Messages 💿 Legout
Q Search here	Dashboard - MS Hea	d Start Association		Help Qr Feedback
A Dashboard	Bashboard			
Admin	February 14, 2023			
Events				
Evaluate	Available Even	ts		
	Date/Time	Event Title	Location	Host
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			© 2016-2023 Microtech Industries, Inc. Help Foedback	
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Organization Setup

Help Feedback

- 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."

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earch here	Events - eRegister.Info Account					
Dashboard	Dashboard + Events Home + View Events + Show Event + Add Organization					
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	*Name of Organization				· · · · · · · · · · · · · · · · · · ·	
	Name of organization		$\leftarrow \rightarrow$ C \bigcirc https://	eregister.info/portal/events/centers_add.cfm?id=1040		
	*Program Type			Child Care Center Charter School		
	Select	*		*Age Group Served		
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	Public School Private School			Address		
	Child Care Center Charter School			Address 2		
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						_

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.

eregister.info/p	ortal/events/services_ss_show.cfm	n?id=1040&cdc=1&sdc=1&rc=1			1 1 - 1 - 1							
	Event Registra	ation										
te	2023 MS Early Ch July 24th-27th, 20	ildhood Education Confer 23	ence									
	A Registration has not been	1 submitted										
	Close Event Details											
	Event Details											
	Date/Time:	07/24/2023 08:00 AM										
	Title:	2023 MS Early Childhood Education Con	erence									
	Location:	Golden Nugget Conference Center, Biloxi	MS									
	Contact Email:											
	Comments:	July 24th-27th, 2023										
	Open Event Schedule											
	Close Organization Details	s										
	Organization Deta	iils 💋		← → C (i eregister.info/	portal/events/services.co.cl.antening=1040	Décodic=18isdic=18irc=1						8 x * 🛛 🛓 :
	Name of Organization:	MS Head Star	Association		Payment Contact:			N	ame not listed			
	Address:							P	mail not listed hone not listed			
					Program Type:							
	Administrative Contact:	c.pittman_3@	ahoo.com		Age Group Served:							
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					Name	Position	Age/Grade	Site 1	Type	Email	Registration Type	
					Invoice Total: \$0.00							
					Submit Registration	n						
					Does your organization have a PO? (O No						
						Yes, I have the PO Number Yes, but I do not have the PI	O Number					
						instructions if you use a PO but do it with Purchase Order." Once your inc	or have the PO Number. Once youry email is received, we will re	our registration is submitted, p ply with registration instruction	lease email Candice Hitman at it s for this payment option.	nogensneadstart.org. In the	i subject line include: "Linsett Agency/Org	angason/ochool Namej needs to register for MECEC
					If yes, enter PO number.							
					Will You (Point of Contact) Attend? (
					If yes, select the Registration Type:							
					Select							×
					Submit Registration							

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.

i/events/services_ss_show.cfm?id=1040&odc=1&sdc=1	Jrc=1	erhumanTeißhensersen			E \$ \$		
Payment Contact:		- mone may have a					
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nvoice Total: \$0.00				_			
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Submit Registration					Q Search here	Events - MS Head Start Association	
loes your organization have a PO? ONO O Yes, I have the	PO Number					Dashboard + Events Home + View Events + Show Event + Add Attendee	
○ Yes, but I do n	t have the PO Number				Dasnboard		
Instructions if you us with Purchase Order	a PO but do not have the PO Number. Once your re Once your inquiry email is received, we will reply with	gistration is submitted, please email Candice Pittm h registration instructions for this payment option.	an at info@msheadstart.org. In the	e subject line include: "[Insert Ap	V Admin	Add Attendee	
f yes, enter PO number:					Events	First Name	
Mil You (Point of Contact) Attend?					C Evaluate		
f yes, select the Registration Type:						Last Name	
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Submit Registration						Position	
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Making Substitutions

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

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_valuate	MS Head Start	Association						
	Registration has be	een submitted Re-Open R	egistration					
	Address:							
	Phone:							
	Administrative Contact:							
	Payment Contact:		Name not listed		•			
	Туре:							
	Age Group:							
	PO:		Use PO - No					
	Attendees 🔂							
	Name	Email	Position	AgeGrade	Registration Type	Amount		
			Other	Infant/Toddler	Regular Registration - (\$350)	\$350.00	e 🖉 🖉	
			Mentor/Coach	Multiple	Regular Registration - (\$350)	\$350.00	🖋 🔍 🛍	
		g	Teacher	Infant/Toddler	Regular Registration - (\$350)	\$350.00	s 🔍 🛍	
						Total: \$1,050.00		
	Email (leave blank to send to poi	int of contact and payment contact)						
	Email Invoice							

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.

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MS Head Start Association										
Registration has not been submitted Submit Registration										
Address:										
Phone:										
Administrative Contact:										
Payment Contact:		Name not listed								
Туре:										
Age Group:										
PO:		Use PO - No								
Attendee							1			
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		Mentor/Coach	Multiple	Regular Registration - (\$350)		\$350.00	s 😽 1	Ì		
	g	Teacher	Infant/Toddler	Regular Registration - (\$350)		\$350.00	1 - 2	Ì		
					Total:	\$1,050.00				
Email (leave blank to send to point of contact and payment contact)										
Email Invoice										

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.

- > C 🔒 eregister.info	p/portal/events/services_ss_show.cfm?id=1	040&odc=1&sdc=1&rc=1					@ 🖈 🕇 🖬 🚢
	Payment Contact:			Name not listed Email not listed Phone not listed			
	Program Type:						
	Age Group Served:						
	Close Attendees						
	Attendees 😌						
	Name	Position	Age/Grade	Site Type	Email	Registration Type	
	Invoice Total: \$0.00 Submit Re gist ratio	on					
	Dose your organization have a PO?	 No Yes, I have the PO Number Yes, but I do not have the PO Instructions if you use a PO but do n 	O Number of have the PO Number: Once your registration is su	ubmitted, please email Candice Pittman at inf	o@msheadstart.org. In the subj	ect line include: "[Insert Agency/Organization/School Name]	needs to register for MECGC
		with Purchase Order." Once your inc	uiry email is received, we will reply with registration i	instructions for this payment option.			
	If yes, enter PO number:						
	Will You (Point of Contact) Attend?						
	If yes, select the Registration type: Select						~
	Submit Registration						
							O