



# How to Register?

1. Login using your O365 account if you are prompted.
2. Simply click on the **Add to Cart** button for each session to select sessions that you plan to attend. You will see the sessions you have selected in your cart and the **Checkout** button will appear.
3. Please be sure to click on the **Checkout** button once you have added all sessions/events to your cart that you wish to attend. The **Checkout** button is located at the bottom of your cart and contains your session list on the right side of the page above.
4. Then be sure to click the **Complete Registration** button. Once completed you should receive an email reflecting your selected sessions.

*NOTE: You may edit your session selections if needed using the **My Events Registration** button above.*