1199 SEIU REGISTRATION GUIDE

FIRST TIME REGISTRANTS

Enrollment for 1199 members and non-members is available via this link for all programs:
https://onlinexperiences.com/scripts/Server.nxp?LASCmd=AI:4;F:APIUTILS!51004&PageID=9306ED41-3E06-4100-9372-E4B1CAB12CDA

Upon landing on the enrollment page, it will prompt you to select either a member or non-member enrollment path. **You must have a valid 1199 membership to enroll as a member.** All enrollments will be vetted and approved by the 1199 team, and ineligible member registrations will be canceled. *Please note this page will be updated from time to time, and the information listed may or may not match this example exactly. The functionality will remain the same, but the event details may change.*	**Welcome to the TEF Sponsored Seminars and Symposiums Page!** **ARE YOU AN 1199 TRAINING FUND MEMBER?** **NOT CURRENTLY A MEMBER?** **Click here for member enrollment** **Click here for non-member enrollment**

Once you choose which enrollment path applies to you (member or non-member), click on the applicable red button. From there it will take you to a secondary page where you will fill in your registration information.

1. Enter an email address that you would like to enroll with. (For non-members, please enroll with the same email address that is linked to your PayPal account.) Links needed to attend the program(s) will be included in confirmation and reminder emails that will be sent to email addresses that are used to enroll. **You must save the emails that you receive, as there is no other way to access the event without the links that are listed in the emails.**

2. Create a password that is at least six alphanumeric characters long, with both letters and numbers. Passwords are case sensitive and are required to login to each program.

3. Fill out all of the other required information to complete enrollment. All fields marked with an asterisk (*) are required fields. When all fields are completed, click 'SUBMIT'.

    The first time you enroll, your information will be saved in the platform in the form of a profile. Profiles can be edited once an attendee is logged in for a live program by clicking the 'Profile' button in the upper right corner of the page.

    When you have successfully enrolled, you will be redirected to a confirmation page and will receive a confirmation email with a link to log into the event on the live day and a link to add the event to your calendar.

As of Jan. 2018

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MAKING PAYMENT (FOR NON-MEMBERS ONLY WHERE APPLICABLE)

For webcast enrollment, a payment is required for all non-members.

After you have completed enrollment you will be redirected to a page to enter your payment information. Acceptable forms of payment include pre-paid credit card/gift card or a credit card (Visa, Mastercard, American Express, Discover).

RETURNING USERS/USERS THAT PREVIOUSLY ENROLLED AND LOGIN

Attendees that have already enrolled can return to the enrollment pages at any time and click the "Already Registered?" button to access the Login Page. Alternatively, the link to the Login Page is in the confirmation and reminder emails sent to the email address you enrolled with.

Webcast participants will be able to login 1 hour prior to the official start time of each program at the Login Page. (Exact login time will be noted on the landing page until then.) To login at this time, type in the email address and password that you used to enroll and click 'Enter'.
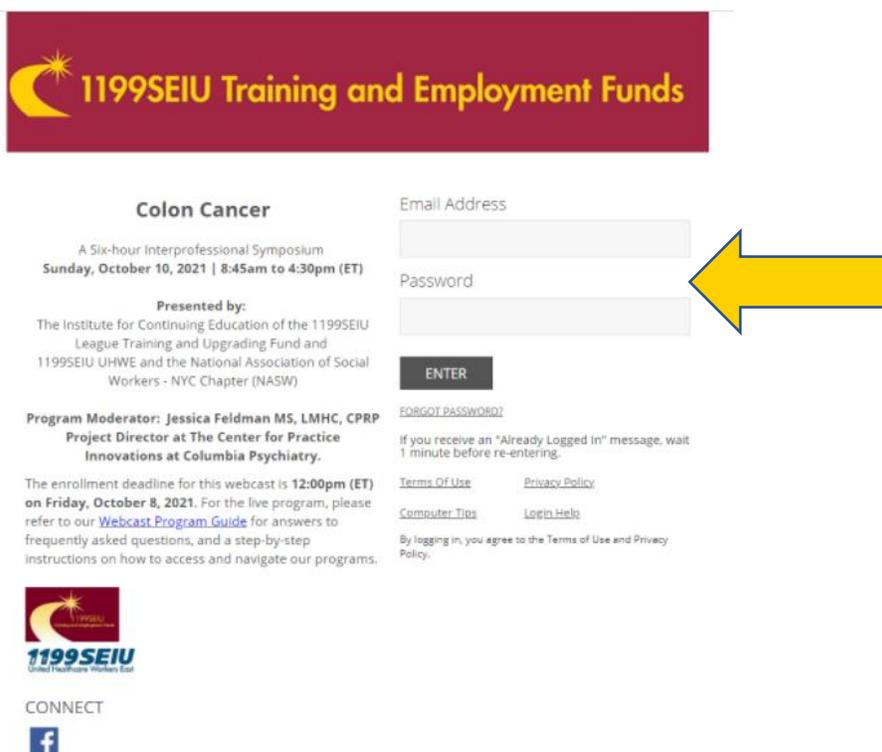
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ATTENDING AND NAVIGATING THE WEBCAST PROGRAMS

Please refer to our Webcast Program Guide available on the Login Page, for a step-by-step guide to navigate our webcast (live internet) programs as well as a list of answers to frequently asked questions.