

How to Register Online for the Safety+ National Symposium for Members

1. **Click here** to open up the registration page in a new tab.
2. On the right hand side of the page there is a log in box.

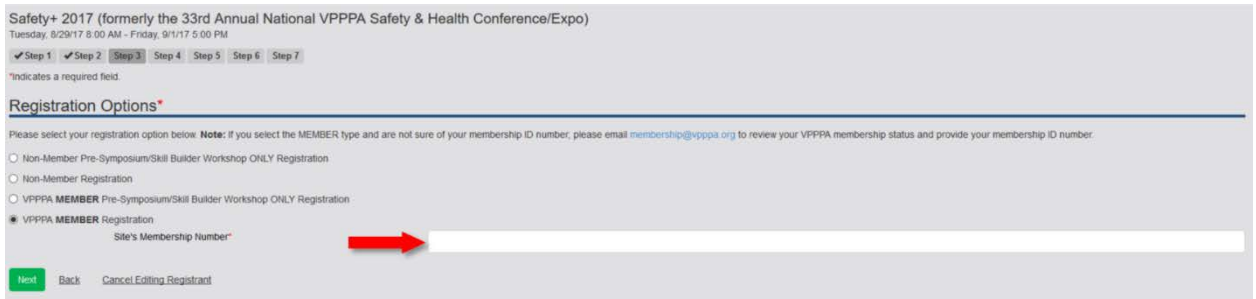
The screenshot shows the registration page for Safety+ 2017. It features two main sections: 'New User' on the left and 'Do you already have a VPPPA account?' on the right. The 'New User' section includes instructions for new users and a 'Sign Up' button. The 'Do you already have a VPPPA account?' section includes instructions for existing users, a 'Sign in' button, and a 'Change/Forgot My Password' link. A red arrow points to the 'Sign in' button.

3. If you have an account with us, please enter your credentials on the right hand side.
4. If you don't have an account with us or are unsure, type your email address into the email box and click the "Need/Forgot my password" link.
5. If you do have an account with us you will be emailed a temporary password. Once you receive your temporary password enter your information into the log in screen. *****If you do not have an account an error message will be displayed "An account was not found with that email address."** Please contact registration@vpppa.org to have an account created for you. Include your name, company, company address and title in the email.
6. If you are **only** registering yourself, continue through the prompts at the bottom of the screen. If you are registering additional people please see below.

Registering yourself and others

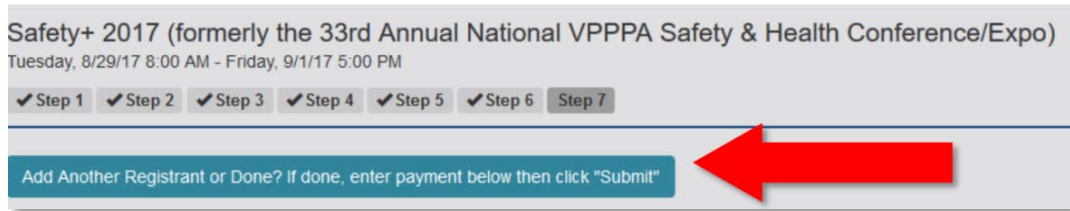
1. **Click here** to open up the registration page in a new tab.
2. On the right hand side of the page there is a log in box.
3. If you have an account with us, please enter your credentials on the right hand side.
4. If you don't have an account with us or are unsure, type your email address into the email box and click the "Need/Forgot my password" link.
5. If you do have an account with us you will be emailed a temporary password. Once you receive your temporary password enter your information into the log in screen. *****If you do not have an account an error message will be displayed "An account was not found with that email address."** Please contact registration@vpppa.org to have an account created for you. Include your name, company, company address and title in the email.

6. Continue through the prompts until **Step Three** where you are asked what your **Site's Membership Number** is.

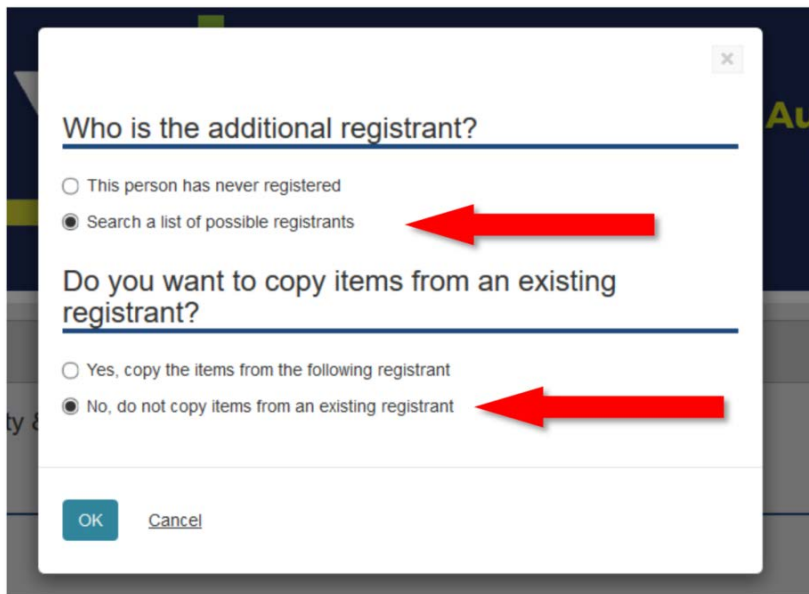


If you do not know your Site's Membership Number is, please contact membership@vpppa.org to receive the appropriate number.

7. Continue through the registration until you land on the checkout page. At the top of the page there will be a button that says **"Add another registrant or Done? If done, enter payment below then click 'Submit'"**



8. Select the "Add another Registrant" button and a dialogue box will pop up. Select "Search a list of possible registrants."
9. You will see another question underneath the additional registrant option, . Select "No, do not copy items from an existing registrant."



10. Next, a search screen will appear.
11. Type the registrant's information into the search fields and click the search button. ***For the most accurate search we recommend searching by the registrant's last name and/or email address.**
12. Select your registrant ***If your registrant doesn't show up in the search OR there are multiple accounts for your selection** please contact registration@vpppa.org with the following information: Registrant name, Company, Company Address and job title.

Safety+ 2017 (formerly the 33rd Annual National VPPPA Safety & Health Conference/Expo)
Tuesday, 29 August 2017 - Friday, 01 September 2017

Search Criteria		Results	
First Name	test	Select	Name: Test, Test Company Name: Test Title: Test
Last Name	test	Select	Name: Test, Test Company Name: Voluntary Protection Programs Participants' Association Title: Test
Email		Select	Name: Test, Test Company Name: Test Title: Test
City		Select	Name: Test, Testing Company Name: Ungerboeck Software international Test Account Title: Test
Postal Code			
Country			
State			
Search			

13. Once a registrant is selected, you will be brought back to step 1 of the registration process. The registrant's information will be auto-populated into the form. **** You are able to edit the registrant's personal information if needed. Follow the prompts until the checkout screen is reached.**
14. Repeat process to add additional registrants.
15. Check out and a receipt will be emailed.

Registering others but not yourself

1. Once logged into your account you will see an option to check a box that says "Check this box if you are registering other people but not yourself."

Safety+ 2017 (formerly the 33rd Annual National VPPPA Safety & Health Conference/Expo)
Tuesday, 8/29/17 8:00 AM - Friday, 9/1/17 5:00 PM

Step 1
 Step 2
 Step 3
 Step 4
 Step 5
 Step 6
 Step 7

*Indicates a required field.

Check this box if you are registering other people but not yourself.

2. After selecting "registering others but not myself" the "Registrant's Detail" box will show up below.
3. Next to "Registrant Details" there will be a yellow link saying "Search Accounts" . Click the Search Accounts link to search accounts for a list of potential registrants.

Registrant Details [Search Accounts](#) Note: If you are looking to register an individual, click Search Accounts to see if their account may already exist in the VPPPA. If you are registering a purely new registrant, please enter the REGISTRANT account details below.

4. Type the registrant's information into the search fields and click the search button. *For the most accurate search we recommend searching by the registrant's last name and/or email address. *** If your registrant doesn't show up in the search OR there are multiple accounts for your selection please contact registration@vpppa.org with the person's first name, last name, company, address and title.

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Search Criteria	Results
First Name test	<input type="button" value="Select"/> Name: Test, Test Company Name: Test Title: Test
Last Name test	<input type="button" value="Select"/> Name: Test, Test Company Name: Voluntary Protection Programs Participants' Association Title: Test
Email	<input type="button" value="Select"/> Name: Test, Test Company Name: Test Title: Test
City	<input type="button" value="Select"/> Name: Test, Testing Company Name: Ungerboeck Software International Test Title: Test
Postal Code	
Country	
State	
<input type="button" value="Search"/>	

5. Select the registrant.
6. Once a registrant is selected, you will be brought back to step 1 of the registration process. The registrant's information will be auto-populated. **You are able to edit the registrant's personal information if needed. Follow the prompts through until the checkout screen is reached.
7. Check out.
8. You will be emailed a receipt.