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.

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.
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 "Who is Registering? Are registering yourself for this event?" Select "No, I am only registering others.

2. 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.

3. 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.

4. Select the registrant.

5. 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.

6. Check out.

7. You will be emailed a receipt.