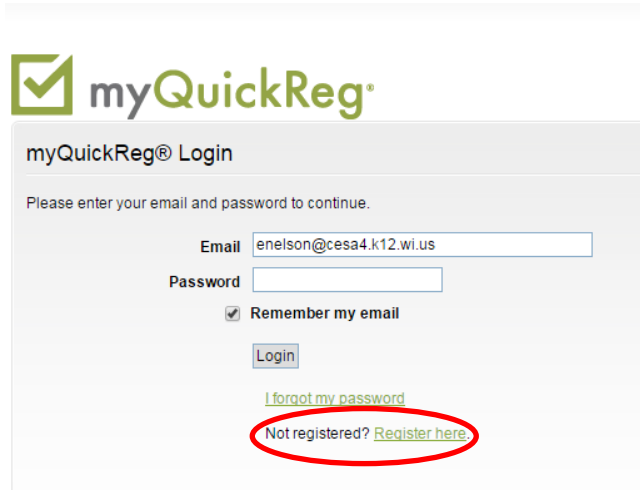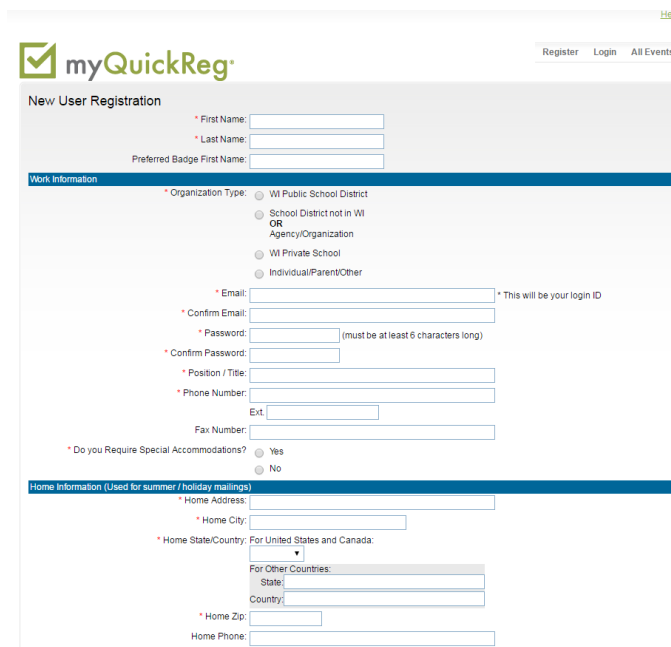# How to add a profile and register for an event on www.MyQuickReg.com...

Add a Profile

1. In a web browser go to www.MyQuickReg.com.
2. Click on the logo on the upper left hand corner of the page.
3. Here you will be prompted to login or create an account.

4. Click Register here.
5. Enter in your information. (i.e.: name, address, position, dietary accommodations...)

6. Hit Save Profile Information/Become a Registered User at the bottom of the screen after all your information is filled in.

7. Now you are a registered user.

Event Registration

1. Choose an event to register for.
2. Click the event on the calendar or enter the direct link if you have it.

3. Click <u>Register for this Event</u>.

4. Choose Bill To for event fee, enter any notes and click <u>Submit Payment Information & Continue to Payment Options</u>.

5. Choose payment method, enter any payment notes and click <u>Submit</u>.

Make a Payment

Event Title:	WASHBURN ACADEMY: Autism & AD/HD Practical Ideas for the Classroom
Sub Title:	#224
Agency:	CESA 4
Location:	CESA #4
	923 East Garland Street
	West Salem, WI 54669
Facility:	All Rooms
Date/Time:	6/27/2017 08:30 AM - 03:30 PM Registration & light breakfast will begin @ 8:00 am
	6/28/2017 08:30 AM - 03:30 PM Registration & light breakfast will begin @ 8:00 am
	6/29/2017 08:30 AM - 03:30 PM Registration & light breakfast will begin @ 8:00 am
Event Regular Cost:	$230.00
Payment Date:	4/26/2017 (m/d/yyyy)
Billing Organization:	CESA #4
Payment By:	○ District
	○ Personal
Payment Method:	
Payment Received:	☐ Yes, payment has been received.
Payment Notes:	

Select which registrations to apply this payment to:

6. You have successfully registered for an event using www.MyQuickReg.com. You will receive an email confirmation email.