

## Online Registration Link

If your organization is using our online Registration feature, they must provide you with a special link to register. This link can be a button on your organization's website, or it can be sent to you in an email.

To register online:

1. Click or copy and paste the unique link in an updated Chrome, Firefox, Safari, or Microsoft Edge browser.
2. Do one of the following, depending on whether you are registering for a new account or you already have an account:
  - If you already have an account, in the **Email Address** and **Password** boxes, type your *login* and *password*, and then click the **LOG IN** button.
  - If you are registering for a new account, click the **SIGN UP** button, and then go to Step 3.
3. In the **Email** box, type your *email address*.
4. In the **Confirm Email** box, type your *email address* in order to confirm.
5. In the **Password** box, type *the password* that you want to use.
6. In the **Confirm Password** box, type *the password* in order to confirm.
7. Click the **CONTINUE** button.

The image contains two screenshots of a web registration interface. The left screenshot shows a login/sign-up screen with a 'Password' field, a 'Forgot your password?' link, and two buttons: 'LOG IN' and 'SIGN UP'. A red arrow points to the 'SIGN UP' button. Below the buttons is the copyright notice '© 2019 DocNetwork LLC' and links for 'Privacy', 'Security', and 'Terms of Use'. The right screenshot shows a registration form with fields for 'Email', 'Confirm Email', 'Password', and 'Confirm Password'. A red arrow points to the 'CONTINUE' button. Below the 'CONTINUE' button is a 'BACK TO LOGIN' button. The form also includes a link to 'please visit our support page'.

8. Add your participant's name, gender, and birth date.
9. Click the **CONTINUE** button. The About You page will appear.
10. Add your name, phone number, and mailing address.

**Note:** Your organization may activate text message alerts so that they can quickly update you in case of emergencies or other urgent news. If activated please indicate if you would like to receive text message alerts.
11. Click the **Yes** or **No** button to signal your preference for receiving text messages.

**Note:** If you want to learn more about activating the Text Message feature, click [this link](#).
12. Add your mailing address. Click the **CONFIRM** button, and then click the **SAVE** button.
13. Once all information is complete, you are finished signing up and can now [register your participant for a session](#).