



Winter Elections Conference REGISTRATION INSTRUCTIONS

To register for the Winter Elections Conference, click on the link to the course page at <https://www.sog.unc.edu/courses/winter-elections-conference>.

Note registration requires one unique email address per profile created, so each person from your office who plans to attend must register separately using an individual email address. As we correspond with participants primarily through email, please ensure that your email address is current.

1. Click link to register or on the Registration tab.
2. Click blue *Registration* button.
3. Click *Buy*. (*The quantity should be 1 only*)
4. Click the blue *Proceed to Checkout* box.
5. **If you are a returning student**, enter your email address and password under the *Returning Customer* heading. Select *Continue*, and proceed to Step 7.
6. **If you are a new student**, you must complete the new profile form (click *New Customer Information Form* link). Note that all starred fields are required. **Please include your state bar number** (if this applies). Click *Submit*. **THIS IS NOT THE END OF THE REGISTRATION PROCESS.**
You must complete steps 6 through 10.
7. Log into the system using your email address and password; you will be taken to the login page after completing your profile.
8. You will be prompted to enter your *Shipping Address* (home or billing address) if you are registering for the first time. Please note that all starred fields are required.
9. Fill in your credit card information and click *Continue*.
10. Review your order and click *Submit Order*.

If your password is not working, email Dale Zuckert, zuckert@sog.unc.edu and he will re-set the password.