

Registration Instructions

Step 1: Create Your User Identity:

1. Go to <http://www.conservationfund.org/user>
2. Click on **'create new account'** tab
3. Fill out all required fields, then click on **'create new account'** button. You will immediately receive an automated email from webmaster@conservationfund.org to the email address you provided. Note: If you do not receive this email then contact mcarey@conservationfund.org to request that your password be set manually.
4. Click on the **link** in the confirmation email to log in – use the username and auto-generated password from the email. Upon log-in, you will immediately be prompted to change your password, which you must do to proceed.
5. Choose a new password (making a note of it), then re-enter it to confirm. Now click the **'submit'** button.
6. Now proceed to register for the training following the instructions below.

Step 2: Register for the Training:

1. Go to <http://www.conservationfund.org/node/239> and click on the **'add to cart'** button. Your 'shopping cart' will now appear at the top-right of the screen.
2. Click on **'checkout'** to proceed, then click **'continue.'** Note: This is to verify your identify, not for billing purposes.
3. Review your order, making changes if necessary. Note: The zip code of the billing address must match that associated with your credit card in order for the transaction to be processed, so please ensure that at this time. Then click **'place your order.'**
4. Enter your credit card info: name, card number, expiration date and click **'submit'**
5. You will then receive an automated confirmation email that your transaction has been completed; this is your receipt. Note: If your credit card is declined, it may be due to a non-matching zip code. Please contact mcarey@conservationfund.org immediately, so the error can be manually overridden.

You'll receive additional information from the training organizers closer to the date of the workshop. If you need assistance with this process, please contact Margarita Carey at (304) 876-7924 or mcarey@conservationfund.org.