

2021 INSTITUTE **FORWARD**

May 18-21, a *Virtual Experience*

Step by Step Instructions for 2021 Institute Registration

1. Make sure you're logged in to your LeadingAge Minnesota Account and then select "Register"
2. Select "Register Myself" if logged in as yourself and you are registering yourself. If you are registering someone else, select "Register Colleague."
3. Select "Attendee"
4. Select "Company Registration." Each person you are registering for the event from each site/entity will select "Company Registration." This is to 'tie' them to the fee that has been paid for their site/entity in our system. Only the first person from each site/entity will have a fee in the "Company Registration" box.
5. Next, you will get to a page that will say "Badge Preferences." At the bottom of the page, select "Checkout"
6. If you would like to add another registrant to this order, you will click 'Add Another Registrant' at the top of the page. Then you will complete Steps 1 – 6 until you have registered all attendees. Once completed, go to Step 7.
7. Select "Submit."
8. Print your confirmation.