



Oct. 30, 2017

Steps to Make Online Event Registration Quick, Easy and Painless

We are committed to making your life easier when it comes to online event registrations. Our Online Registration system was recently updated in preparation for the 2018 Institute and other conferences/events. Below are **easy steps** for you to take now to ensure that you have the best online experience while using the registration system and store.

We strongly encourage you to take these steps before December 1 so that you are ready for Institute registration and other future events.

1. **Clear browsing history.** If you experience issues with your registration or events are not showing up on the education and events calendar page, try removing your browser history. We have had success with this action by members like you who have already tried it. Instructions can be found here: [Clearing Browsing History Instructions](#).
2. **Update your employee roster.** Click on the following link and login with your company login/password credentials. <http://directoryupdate.leadingagemn.org/login.asp>. Follow the instructions to view and update your staff roster prior to registration. Contact [Paula Bell](#) for assistance with login or other questions. Note: The list shows only the staff we have associated with that specific site/entity; if staff are not appearing, they may be associated with another site on a campus or elsewhere within your organization.

When you are ready to register for an event

3. **Log in first.** You must now log in with your member credentials at the top of the page before being able to register for events and conferences. **Call for help.** If your username or login is not working, please contact [Paula Bell](#).

Please start early. Updating your records before the registration process begins will ensure a smoother registration for your organization.

Questions?

Company or individual member login/password, staff listing – [Paula Bell](#) 651.603.3489
Online registration – [Ashley Peterka](#) 651.603.3559.