

## **Registration Instructions & Link**

**\*See page three for group registration instructions**

### **Registering for an individual MTCNE Workshop – Registration Link below**

- Choose course you would like to attend
- Click Enroll now
  - A pop-up window will ask if you are sure you want to enroll for the class, click ok
- Choose either I know my Username and Password (log in) or New Users (Register)

### **NEW USERS**

#### **Personal Info**

- Complete asterisk fields
- If you are not in the United States
  - Choose Other for Country
  - Choose Other for State
- Click Next (bottom right)

#### **School Info**

- Organization Type – Choose MTCNE
- Organization – Choose Not on List
- Primary Title – Choose MTCNE Participant (first selection)
- Grade/Age – Choose NA
- Click Next (bottom right)

#### **User Info**

- Create a Username and Password
  - Password must contain: Minimum 8 characters at least 1 Upper Case Alphabet, 1 Lower Case Alphabet, 1 Number and 1 Special Character (\$ @ ! % \* ? or &)
- Click Next (bottom right)

#### **Final Registration**

- Check I agree to submit my information ....
- Click Finish (bottom right)

#### **Now enroll in the class**

- Click continue with Registration

- Choose your method of payment
  - CREC no longer uses PayPal, choose either Credit Card or Invoice
- Add billing information
- For out of Country participants
  - In the City field, type your City, and Country you reside for billing
  - In the Country/State field use Other and Other
  - You will use your correct zip code
  - Billing –
    - Add your billing credit card information – CREC does not accept American Express
    - If you are in-state and using a PO, choose PO and enter the number. Please email your PO to [anwilliams@crec.org](mailto:anwilliams@crec.org)

**REGISTRATION LINK:**

<https://www.protraxx.com/scripts/ezcatalogny/ViewClass.aspx?ID=424294&CustomerID=128>

# How to Enroll Multiple Participants in a Workshop with Payment & How to Establish a New Protraxx Account

## 1. Enroll Multiple Participants

- Visit [www.crec.org/events](http://www.crec.org/events) and locate the workshop you want to attend and click the register button.
- Click enroll now.
- If you have a Protraxx account, “login”, otherwise create an account. (see #2)
- The workshop specifics will appear on the screen, click enroll now.
- You are brought to the below screen.
- Select MTCNE - Early Group 5+, 6th free before 12/31/23 or MTCNE - Group 5+, 6th free after

The screenshot displays the registration interface for a workshop. At the top, there is a red header with the text "View Details". Below this, the "Activity Name" is "Multi-Tiered Systems of Support and Restorative Practices". To the right, there is a "Select Price Type" dropdown menu with "Individuals - \$450.00" selected. Further right is a "Select Payment Method" dropdown menu with "Credit Card" selected. Below these options, there is a checkbox labeled "Register Additional People" which is checked. The main section is titled "People to Enroll" and contains a search bar for "Available People (not enrolled)" with a dropdown menu showing "Ab: [REDACTED] DISTRICT" and an "Add New Person" button. Below the search bar is a list of "Selected People" with one entry: "CLIN [REDACTED] - STAFFING" and a "Remove Selected Person" button. At the bottom, there is a "Billing Address (as shown on statement)" section with a "First Name" field.

1. If you do not check the “Register Additional People” box, it enrolls the person logged in.
2. If you check the “Register Additional People” box, it will enroll only the people added to the “Selected People” box. If you are enrolling yourself, you will have to add yourself as well.
3. Once everyone is added, select Invoice or Credit Card to submit payment.
4. If paying by credit card, billing Card Information will appear at the bottom of the screen. CREC accepts Visa, MasterCard and Discover as a form of payment. Otherwise, enter your purchase order number.
5. Once the purchase order, credit card information is entered, everyone registered will be associated with the transaction.

## 2. Establish a New Protraxx Account

If an employee or staff member enrolling participants on their behalf, does not have a Protraxx Account, [click here](#) to establish an account.

REGISTRATION LINK:

<https://www.protraxx.com/scripts/ezcatalogny/ViewClass.aspx?ID=424294&CustomerID=128>