

**Metro 4-SESARM**  
**Instructions for On-line Registration for Training Courses and Meetings**  
 January 2007

Please follow the steps below to register for courses and meetings sponsored by Metro 4/SESARM. Please note that the second column explains the action you must take and the last column explains what you will see on the screen after you take that action. Please edit your account information as changes occur. If you have any questions, contact John Hornback or Ken Powell at 404-361-4000 or by e-mail at [hornback@metro4-sesarm.org](mailto:hornback@metro4-sesarm.org) or [powell@metro4-sesarm.org](mailto:powell@metro4-sesarm.org).

Step	Action ...	You will see ...
1.	Go to <a href="http://www.metro4-sesarm.org">http://www.metro4-sesarm.org</a> .	Metro 4/SESARM home page.
2.	Click the "Log In" button in the left margin of the home page.	Your Account Information page.
3.a.	If you already have a User ID and Password, enter them in the appropriate boxes and click "Login."	Your Current Schedule page. Proceed with registration in Step 4.
3.b.1.	If you do not have a User ID and Password, click on " <a href="#">click here</a> to sign up."	Registration Administration page.
3.b.2.	Enter a user ID, office e-mail address, password, and confirm password. Record ID and PW for future reference. Click "Create New Account."	Your Account Information page.
3.b.3.	Use proper capitalization, postal service abbreviations, and office contact information. Name tags, contact lists, and envelope addresses may be generated from this system. Enter first and last name. From drop down box, choose agency or organization. If not listed, click "other" and in the next box below enter the name of the agency or organization, using abbreviations if a long name. From drop down boxes, choose the job title and work area that most closely fit your primary assignment. Enter your address and phone number. Verify that your e-mail address is correct. Review all entries and when correct, click "OK."	Your Current Schedule page.
4.	Click on "Sign Up for Training/Workshops" or "Sign Up for Meetings." (You may also edit your account from this page during subsequent visits.)	Choose Your Course page or Choose Meeting page.
5.	Click on course, workshop, or meeting for which you wish to register. Click "Continue."	Confirmation page.
6.	Verify that you are signing up for what you intended and click "Sign Me Up!"	Your Current Schedule page as revised and a note that a message has been sent to your e-mail account.
7.a.	If all registrations are complete and accurate, click "Log Out."	Metro 4/SESARM Home Page.
7.b.1.	If an error exists in your registrations, click "Remove" on the course, workshop, or meeting that is in error.	Remove page.
7.b.2.	Click "Yes."	Your Current Schedule page.
7.b.3.	Click "Sign up for Training/Workshops," "Sign Up for Meetings," or "Log Out."	Proceed per earlier instructions in Step 5., or exit the system.