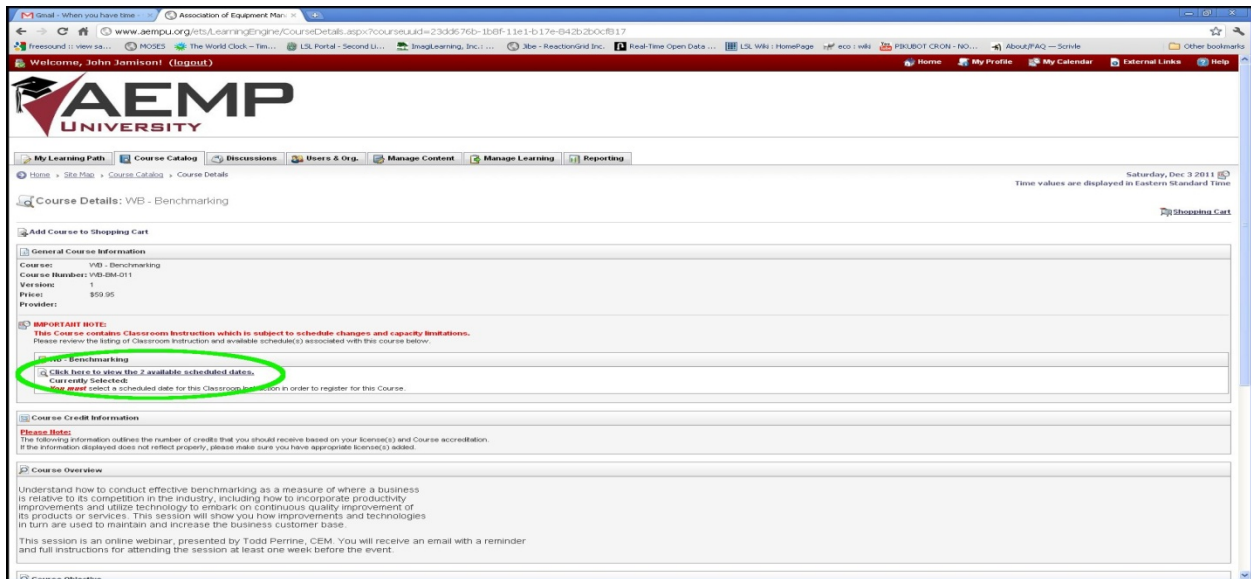


How to Register for an AEMPU Webinar

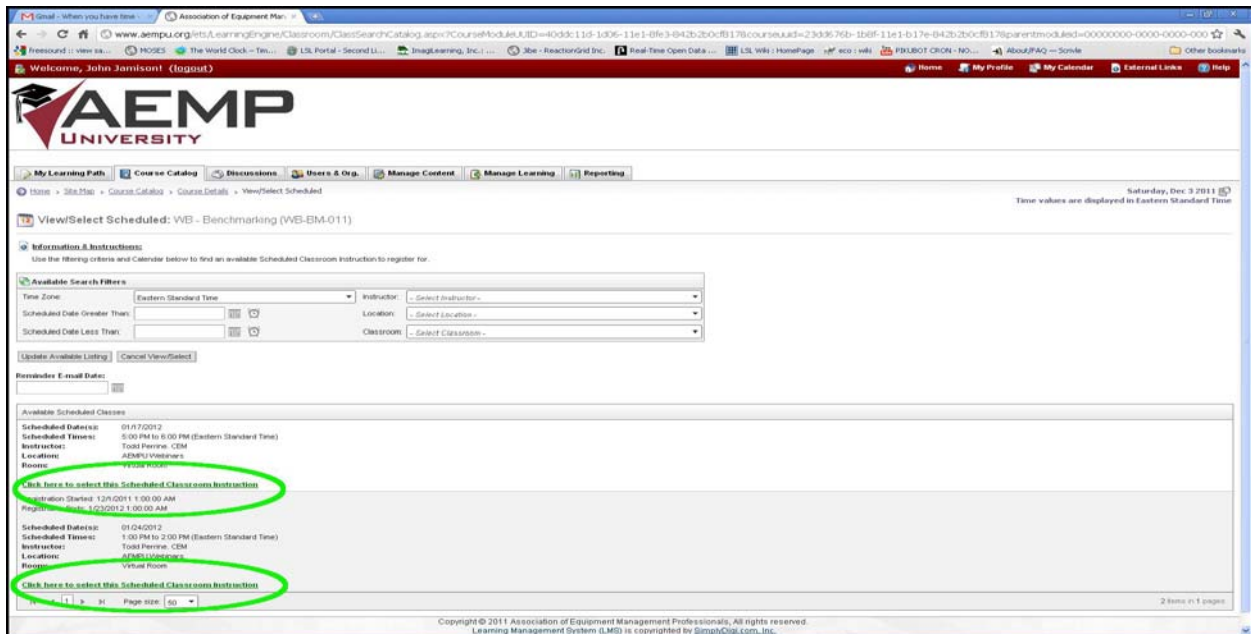


1. Click on the name of the course you are interested in, from the list provided on the website. A link to the full list will be found at <http://www.aemp.org>

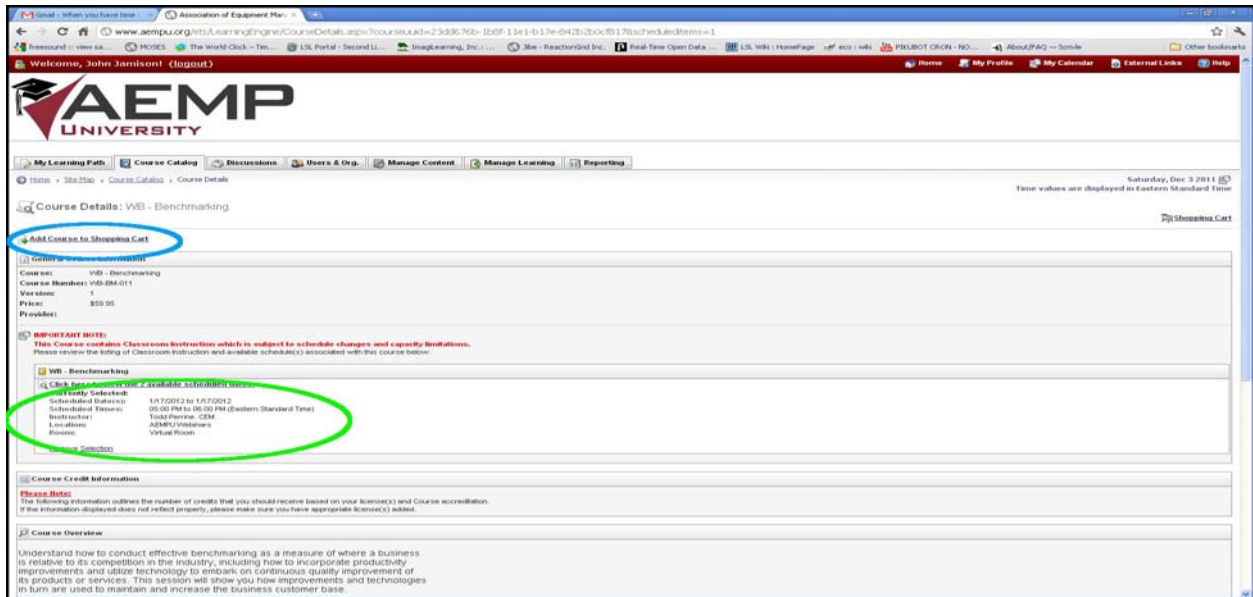
2. You will see the course appear in the Course Catalog, similar to the image below. Each webinar is offered more than once, so click the link to view the available schedule.



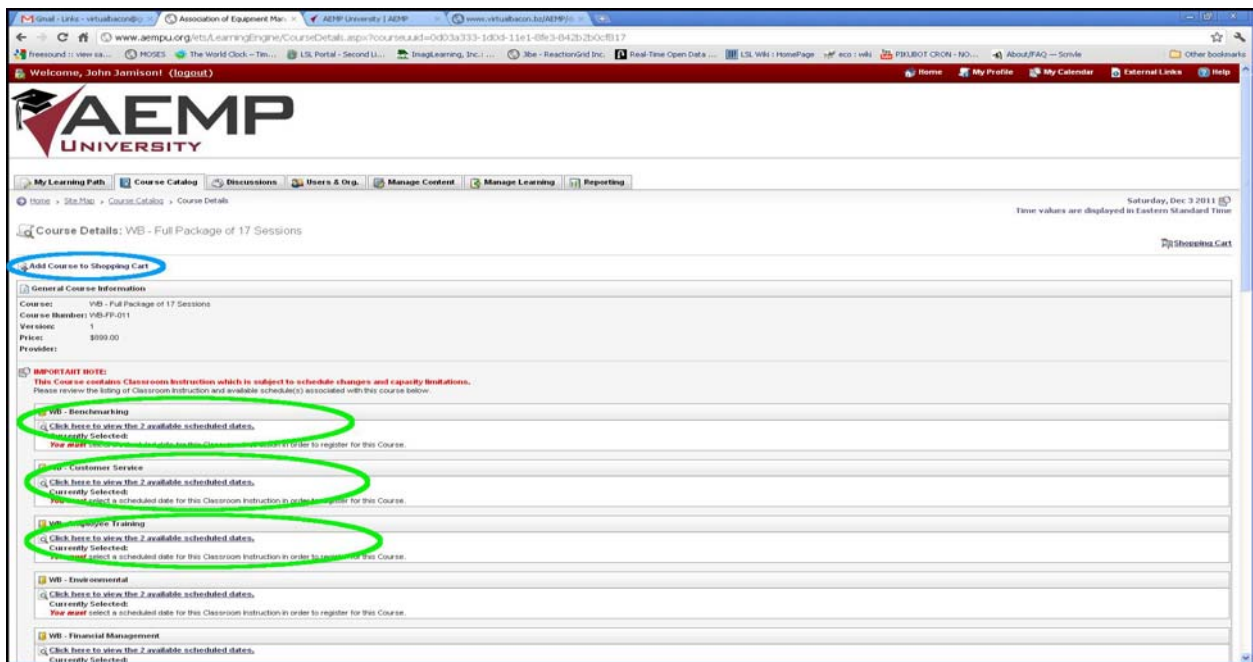
3. Click the link to the course session you want to attend. Two are shown in this image.



4. You will see the specific course information listed in the area circled in green in the image. If this is the session you wish to attend, click the link to “Add the Course” seen in the blue circled area in the image. You will then be able to complete your purchase.



5. If you are purchasing the “package” of all 17 webinars, you have the ability to select which of the two sessions you want to attend for each webinar. When you open that course link, you will see all 17 webinars listed. Click each one to select the time you want to register for (in green here). When you have made your choice for all sessions, click the “Add to Catalog” button at the top of the screen (in blue here).



6. You will receive an email confirming your registration, and about a week before the session you will receive an email with a reminder and full details for accessing and attending the webinar.

If you have any questions, please contact Jim Phillips at AEMP, at: jim@aemp.org

Thank you!