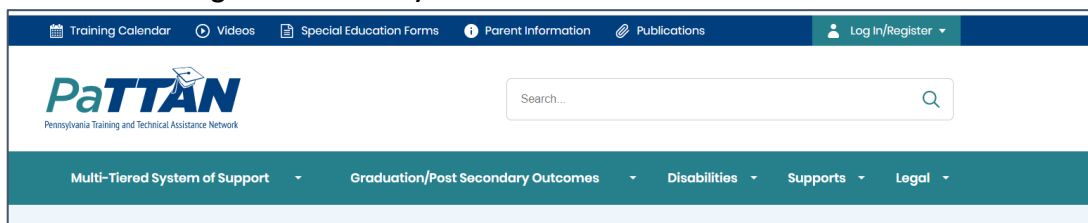# Registration Instructions for Families for the Early Intervention and Family Support Conference: Learning and Sharing for Children and Families

1. Go to the conference registration site

2. Click on the **Log in/Register button** in the top right corner of the page.

   o **Log in or create an account** if you do not have one.
   o When you create your account, you will be asked for an employer: you can put NA or if you do work in the educational/EI field you can add your employer to this field.
   o You will be asked for your IU: If you know what IU covers your area, you can enter that or enter 00
   o **Under position: choose Parent (this is important, so that you get invitations to special family events during the conference)**

3. Click on the **Register Now** button.

4. Choose the type of **inservice credit**.
   - Choose no credit
   - If you work in the EI or Family Support field and would like credit- choose the appropriate credit option.

5. **Click the blue + sign** for the Keynote

6. **Click no credit** (you will need to do this for each session). Or choose the appropriate credit type if you work in the EI/Family Support field.

7. **Choose a breakout session** at each time period. **Click on the blue ✚ sign** to see all the options. You must choose one session from each session time slot.

8. Once you have entered all your keynotes and breakout sessions, **click the All other Registrants** at the bottom right of the page. Choose the box that corresponds with your inservice credits.   And feel free to share with your friends on Twitter and Facebook that you are coming! Our Conference # is #EIFamilySupportConference

9. Make sure that all your information is complete on the **Conference Registration Form**.

10. Click on the **Register** button, and you're done! You will receive an email confirming your registration.

For registration questions and support:
Email Molly Martz at mmartz@pattan.net include **EI Family Support Conference Registration** in the Subject

For questions about the conference content:
Email eita@pattan.net include **EI Family Support Conference Registration** in the Subject