

## Detailed Registration Instructions

### Create Your User Identity

1. Go to <http://www.conservationfund.org/user>
2. Click on **'create new account'** tab
3. Fill out all required fields, then click on **'create new account'** button. You will immediately receive an automated email to the email address you provided.
4. Click on the **link** in the confirmation email to log in – use the username and auto-generated password from the email. Upon log-in, you will immediately be prompted to change your password, which you must do to proceed.
5. Choose a new password (making a note of it), then re-enter it to confirm. Now click the **'submit'** button. Now proceed to register for the course/event following the instructions below.

### Register for the Course/Event

1. Go to <http://www.conservationfund.org/node/670> and click on **'add to cart.'** Your 'shopping cart' will now appear at the top-right of the screen.
2. Click on **'checkout'** to proceed, then click **'continue.'** Note: This is to verify your identify, not for billing purposes.
3. Review your order, making changes if necessary. Note: The billing address must match that associated with your credit card in order for the transaction to be processed, so please ensure that at this time. Then click **'place your order.'**
4. Enter your credit card info: name, card number, expiration date and click **'submit'**
5. You will then receive an automated confirmation email that your transaction has been completed. Note: You'll receive additional information from Margarita Carey closer to the date of the course/event.

If you need assistance with this process, please contact Margarita Carey at (304) 876-7924 or [mcarey@conservationfund.org](mailto:mcarey@conservationfund.org)