2014 WV Public Health & Medical Preparedness Conference

May 21-22, 2014

West Virginia State University, Institute, West Virginia

WV-TRAIN Conference Registration Process

Basics

Conferences on TRAIN work like a kind of umbrella course for several smaller *sessions*. Conferences are comprised of sessions. Each session has a specific date, time, location, etc.

To sign up for a session, you will first register for the conference at large and then select what sessions to include (there are more details re: these steps later on). A common mistake users make, is to register for the conference, but then not add any sessions to their *schedule*.

Locating the Conference

There are two easy ways to locate a conference within WV-TRAIN.

LOCATE THE CONFERENCE BY:

- Upcoming Events
    - *Upcoming Events* is a module that appears on the left side of the WV-TRAIN *Home* page.
    - To begin the registration process, for this conference from the Upcoming Events list, simply find the name of the conference and click "more."

- Search by Keyword or CourseID
    - On the WV-TRAIN Home page, there is a *Search by Keyword or CourseID* box located on the top right side of the WV-TRAIN home page.
    - Enter the "Course ID" – 1049878 and click the search picture.
    - If you have entered a valid Course ID, the system will return a link to the conference.
    - To begin the registration process, simply click on the conference name.

Registering for a Conference

Now that you've located the conference, it's time to register for it! By now, you should see on your screen the *Conference Details* page. This page will list the *Conference Course ID* (for use in the Search by CourseID module on the WV-TRAIN Home page), the *Start* and *End Dates* of the conference, plus a few other pieces of information.

Near the top of the page is listed the conference name. Just below that will be several tabs with information about the conference; including *Contact* information and, if included, *Travel and Lodging* information as well.

TO REGISTER FOR THE CONFERENCE:

1. Select the *Registration* tab in the Conference Details page.
   a. All available sessions will appear. More so, each session has a 'Details' button next to it. You can click this to see the additional details for each session, if any.
2. There is a 'Register for Conference' button on this page. Click this button to begin registering for the conference. At this point, your registration status is *Pending*. This means you have started to register for the conference, but have not finalized your session selection.
3. Once you have clicked the 'Register for Conference' button, the conference sessions will appear.
   i. To see all sessions by schedule date and time, click the 'View by Schedule' button. This will refresh the page and now all sessions will be listed.
4. Each session has a 'View Details' button. Use this option to see more information on each session. Once you are finished reviewing the details for a session, use the 'Back' button to return to the session listing page.
5. At this point in the registration process, you should have a full understanding of what sessions are available to you. Now, it's time to register for the sessions.
6. Use the 'Add ' session buttons to create your *schedule* and to add sessions to your registration.
   a. You cannot register for sessions that have an overlapping schedule.
   b. To see what sessions you have registered for or what your conference schedule will look like, click the 'My Schedule' button.
7. Once you are happy with the sessions you have registered for, click the 'Next' button at the bottom of the screen. This is an important step that many users often miss. If you do not proceed from the session selection process, your registration for the conference will not be complete.
8. Once you have made your session selections, you will next be shown your WV-TRAIN account information. Please check and adjust this information for accuracy. It is important to keep this information current as your conference provider or WV-TRAIN Administrator may need to contact you about the registration.
9. Once your account information is complete, click the 'Next' button.
10. The last screen will give a complete review of your registration. It will list all sessions you have registered for; as well as any cost or special information you need.
11. To complete your registration, go to the bottom of this screen and click the 'Complete Registration' button. This step is also often missed by users. If you do not complete the registration, you will not be fully signed up for the conference.

    Congratulations – You are now registered for the conference!