

## FLORIDA SKI COUNCIL (FSC) FALL MEETING – ONLINE REGISTRATION INSTRUCTIONS

1. Go to the FSC website at <https://floridaskicouncil.com>
2. From the Home page, click Florida Ski Council 2021 Fall Meeting under the Conferences section.
3. On the next page, click the **REGISTER** button.
4. Next page, enter email address & check the “I’m not a robot” box. Then click **NEXT** (bottom right).
5. Next page, select the appropriate registration type and click **NEXT** (bottom right).
6. Complete all requested registration information including email address, meals you will attend and dietary restrictions.
7. If you have **no guests** to enter, skip to step #15.
8. If you have guest(s) to register, click **ADD GUEST**
9. Next page, enter all the requested registration information for your first guest including email address, meals the guest will attend and dietary restrictions.
10. Click **DONE** (bottom right).
11. The next page will display the original primary registration information. At the bottom of the page will display the name, email address & pricing info for the guest under GUESTS REGISTRATION. You will also see an edit symbol and a remove symbol for the guest on the far right if either of those actions are needed.
12. If you have **no more guests** to enter, skip to step #15.
13. If you have additional guests to enter, click the **ADD GUEST** button (bottom left).
14. Repeat steps #8 through #11 for each guest registration.
15. When you have finished entering all information for the primary registrant and all guests, click the **DONE** button (bottom right).
16. On the next page you will see the registration information for the primary registrant with guests listed under GUESTS REGISTRATION. At this point you have the option to edit or remove any of your guests, add another guest, go back, or finish. If you are finished with all registrations, click **NEXT** (bottom right).
17. On the next page, you will see a blue box labeled **Review and confirm**. Below that blue box you will see the detailed information that has been entered for the primary registrant and all guests.
18. Review all registrant info for accuracy. If a change is needed, click **BACK**. If all information is correct, click **CONFIRM**. Registration is not complete until the **CONFIRM** button is clicked.
19. On the next page, an online receipt will be displayed for review.
20. Log off the online system (upper right corner).

You will receive an email containing the event information. If no money is due, the email will include event confirmation. If payment is due, the email will indicate that the registration is in a pending status.

An email will also be sent to each email primary and guest address with a system generated passcode the first time you register for an FSC event. This passcode may be used later if desired to log in and prefill future event registrations, review event information or review any outstanding invoices. If you are a returning event attendee and are using the same email address utilized for a previous event, you will be given the option to log in with your passcode and have all your contact information prefilled, or you may skip the log in step and enter all registration information. If you wish to log in but have forgotten your passcode, click **LOGIN**. On the next screen click [Forgot password](#). A new system-generated passcode will be sent to you via email.

If you need additional assistance, please contact the FSC Secretary, **Terese DeLuca** ([FSC.DeLuca@gmail.com](mailto:FSC.DeLuca@gmail.com)).