Registration Instructions & Link

Registering for an MTCNE Workshop – **Registration Link below**

- Choose course you would like to attend
- Click Enroll now
    - A pop-up window will ask if you are sure you want to enroll for the class, click ok
- Choose either I know my Username and Password (log in) or New Users (Register)

NEW USERS

Personal Info

- Complete asterisk fields
- If you are not in the United States
    - Choose Other for Country
    - Choose Other for State
- Click Next (bottom right)

School Info

- Organization Type – Choose MTCNE
- Organization – Choose Not on List
- Primary Title – Choose MTCNE Participant (first selection)
- Grade/Age – Choose NA
- Click Next (bottom right)

User Info

- Create a Username and Password
    - Password must contain: Minimum 8 characters at least 1 Upper Case Alphabet, 1 Lower Case Alphabet, 1 Number and 1 Special Character ($ @ ! % * ? or &)
- Click Next (bottom right)

Final Registration

- Check I agree to submit my information ….
- Click Finish (bottom right)

Now enroll in the class

- Click continue with Registration
- Choose your method of payment
    - CREC no longer uses PayPal, choose either Credit Card or Invoice

---

1300 Hall Boulevard, Bloomfield, CT 06002 • 860-232-1743 • www.mtcne.org

CREC | Expert Solutions   AMI ASSOCIATION MONTESSORI INTERNATIONALE   UNIVERSITY OF HARTFORD

- Add billing information
- For out of Country participants
  - In the City field, type your City, and Country you reside for billing
  - In the Country/State field use Other and Other
  - You will use your correct zip code
  - Billing –
    - Add your billing credit card information – CREC does not accept American Express
    - If you are in-state and using a PO, choose PO and enter the number. Please email your PO to anwilliams@crec.org

REGISTRATION LINK:

https://www.protraxx.com/scripts/ezcatalogny/ViewClass.aspx?ID=421375&CustomerID=128