

Commissioner Conference  
Registration Steps

1. Click "Register" to begin
2. Sign-On Page
  - a. Click "Logon" if you already have a Doubleknot User ID/Account
    - i. If you do not remember or do not know your User ID, click "Need help logging on?" and enter your email address
    - ii. You will receive an email with your User ID and instruction to update your password
  - b. Click "Create New User Profile" and complete the next screen.
    - i. You will receive an email with your User ID and instruction to logon using your DK User ID
3. Participant Page
  - a. Select "How many" people you are registering
  - b. Provide information requested then click "Continue"
4. Register by Individual page (Special Event Page)
  - a. Step 1 Select a Participant
  - b. Step 2 Select a Category
    - i. Session 1 Classes start at 8:30 AM
    - ii. Session 2 Classes start at 9:30 AM
    - iii. Session 3 Classes start at 10:30 AM
    - iv. Session 4 Classes start at 12:40 PM
    - v. Session 5 Classes start at 1:40 PM
  - c. Step 3 Choose an activity (class)
  - d. Repeat step 1 – 4 for each participant
  - e. When finished with all participants, click "Continue"
  - f. If the registration process finds a scheduling conflicts (class times overlap), the classes with a conflict will appear. You can either click "Go Back" to start this step over or "Check to Unregister" the class, or classes, in conflict then click "Unregister" to remove that activity/class
5. Shopping Cart Page
  - a. If the information is correct, click "Checkout"
6. Payment & Bill Information Page
  - a. Choose payment type: Credit Card or Mailbox
  - b. Complete information requested
  - c. Click "Make Payment" when finished
  - d. Click "Done"