

## Preregister for Workshops

Workshop Preregistration is now live and it is time to preregister for the two workshops that most interest you. You can read detailed descriptions about each workshop at <http://www.rmnetwork.org/convo2009workshops2.asp>. Once you have selected the two workshops that interest you, please log into the registration system and preregister for those workshops. Please follow these instructions to preregister for your workshops.

### Instructions

Sorry these instructions look long and complicated--it's really quite easy to do. However, if you have any questions or problems, call us at 773-736-5526 and we'll assist you.

Repeat these steps for each person on your registration record.

Please note: Until you see the words, "Your registration is complete", you are not done and your workshops are not saved.

1. Visit <http://www.rmnetwork.org/convo2009.asp> and click "Register".
2. Above the email box, click link "Already Registered?"
3. Enter the email address and password you used to register for Convo and click the "Continue" button.

*[If you have forgotten your password, enter your email address and click the link "Forgot your password". Follow the instructions and obtain your password from your email account. Return to Step 1.]*

4. Find your name and click on the "Personal Information" link under Edit.
5. Scroll down to the bottom of the page and under the title "Workshop Preregistration", select two workshops.
6. Click the "Continue" button.
7. At the bottom of the page, click the "Finalize" button.
8. At the bottom of the page, click the "Update My Registration" button.

When you see the words, "Your registration is complete", you are done! You can click the button "View Registration Confirmation" and view your workshops on the "Personal" information tab.

We look forward to seeing you at Justice & Joy!