



**ELECTION DIRECTORS CONFERENCE
December 14-15, 2009**

REGISTRATION INSTRUCTIONS

- 1) Go to the course website at <http://www.sog.unc.edu/courses/0590>.
- 2) In the top right side of the screen, you will see the REGISTER button.
- 3) The location link will take you to a shopping cart. There is one item listed: the *CONFERENCE*. To purchase the course, click on ADD TO SHOPPING CART.
- 4) Click on PROCEED TO CHECKOUT.
- 5) Since you are a returning, log in under RETURNING CUSTOMER. Enter your email as your login and your password. Then click CONTINUE.
- 6) This will take you to the shopping cart. Make sure you are only paying for one course registration for one person! If you are registering more than one person, then you must go back to step 5 and set up a new customer profile for each person. You will be prompted with instructions to check your address and to enter payment. **You may pay by Visa, MasterCard or Invoice. If you choose to pay by Invoice, we will mail an invoice to you in 5 business days. Return a check to the School of Government with the invoice.**
- 7) REVIEW your information before submitting.
- 8) Congratulations! You are enrolled. The material will be given to you at the conference.

*** If you are registering for the first time for a course at the SOG, follow these instructions ***

Since you are a new customer, you will need to fill out a NEW CUSTOMER INFORMATION FORM. You will only need to do this one time per person. It is very simple. You are creating a customer profile for yourself. Your ID will be your email and you will choose a password. Keep this on file for future use when you register for another School of Government course. DO NOT TYPE IN ALL CAPS. do not type in all lower case. Use capitalization when appropriate. After you fill out the form, click on SUBMIT. It will redirect you to the login page.

Using the information that you just created, log in under RETURNING CUSTOMER. Enter your email as your login and your password. Then click CONTINUE.

For more information, contact Lisa Sheffield at sheffield@sog.unc.edu.