Non-Member Webinar Registration Instructions

1. After you create an account, login to PRIMA’s Web site.
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2. Once you are logged in the Web site will welcome you. This is confirmation that you are signed into the website.

The page at primacentral.org says:

Welcome, Jessica Koniah O'Hara
Non-Member Webinar Registration Instructions

3. After you click okay, you will be redirected back to PRIMA’s Web site. It will appear that you have are not logged into the portal with the exception of the menu at the top of the screen. Click on the MY ACCOUNT button.
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4. After clicking on the MY ACCOUNT button, you will be redirected to the non-member portal. Click on Upcoming Events.
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5. After clicking on Upcoming Events, you will be redirected to another web page that lists all of the Webinars. Click on the Webinar you would like to register for.
6. Click on the dark button to register for the Webinar and go through the Event Registration Wizard to pay.
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7. To advance through the Event Registration Register, use your Return button on your keyboard or click on the right dark box.
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8. To advance through the Event Registration Register, use your Return button on your keyboard or click on the right dark box.
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9. To advance through the Event Registration Register, use your Return button on your keyboard or click on the right dark box.
9. After you have completed the registration through the Event Registration Wizard, you’ll be directed to the online shopping cart checkout web page. Click on the Proceed to Checkout button.
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10. To complete the purchase, click on the Purchase Now button in the bottom right of the screen.
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11. After registering through PRIMA’s Web site, you will receive a confirmation email with the link to the event registration page. Click on the link in the web page to register through GoToWebinar.com. Once you are registered for the event through GoToWebinar.com, you will receive a confirmation email with the event login and call information.