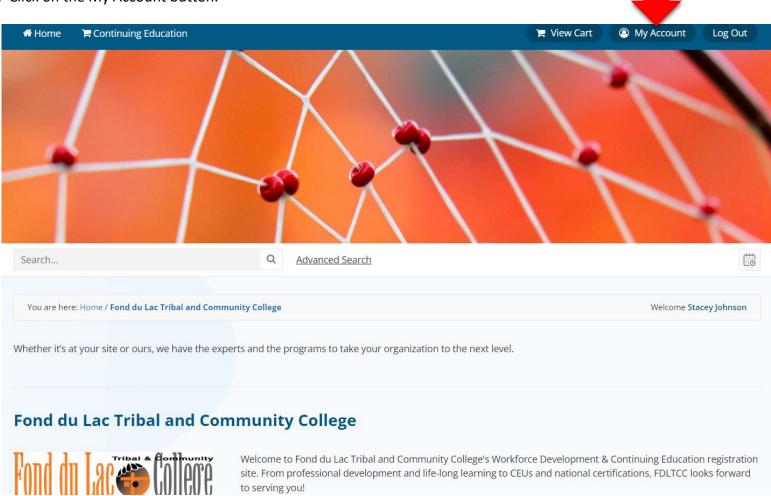
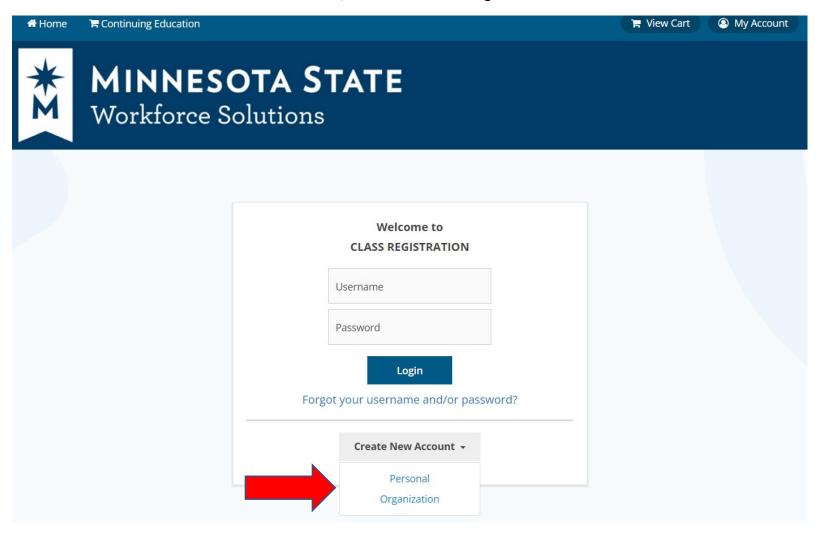
How to create an account in RSchoolToday

- 1.) Please click on the following link to go to FDLTCC's registration page: RSchoolToday
- 2.) Click on the My Account button.



3.) Click on the down arrow next to Create New Account, select Personal or Organization



4.) Complete step 1 of 2: Add Participant Information. The asterisks denote required fields, these include: First & Last Name, Address, City, State, Zip Code, Day & Home Phone and Email Address. **All other fields are optional.**

*Please note the email field is required because this is how we communicate important conference/training information to our participants.

Step 1 of 2: Add Participant Information

Please fill in the information for all of the participants that will be attending the selected classes in the cart.

* Denotes required field				
First Name: *			Gender:	Not Specified
Middle Name:				○ Female○ Male
Last Name: *			Pirth Data	
A -1 -1 +-		Birth Date:		e.g.:9/30/2005
Address: *		S	ocial Security Number	
Address 2:		(Optional):		
City: *		Are you Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central America	○ Yes○ No	
State: *	▼			
Zip: *		or	other Spanish culture, regardless of race)?	
Email:			(Optional):	
Day Phone: *		(O	Racial Background (Optional - select one or more):	American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including
Night Phone:		Same as Day		
Home Phone: *		Same as Day Night		Asian - A person having
Driver License:	Special Needs			origin in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent.
	Describe Special Needs			Black or African American -

5.) Scroll to the bottom of the page and click Save & Continue

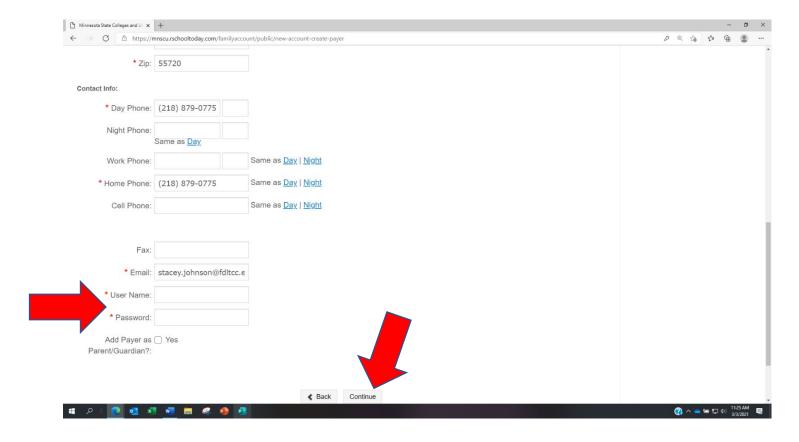
Driver License:	Special Needs			peoples of the Far East, Southeast Asia or the Indian subcontinent.
	Describe Special Needs (Disability, Allergies, and Other Notes)			Black or African American - A person having origins in any of the black racial groups of Africa
				Native Hawaiian or other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or Oth
Shipping Address:				White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
			Fire Department:	
			Marketing Preference:	Yes! I want to receive news and promotion updates.
		∢ Back	Save & Continue	

6.) Complete Step 2 of 2: Add Payer Information. Asterisk denotes required fields, these are: Payer First & Last Name, Address, City, State, Zip Code. **All other information is optional.**

Please Note: If the student/participant is also the payer, click the button by the red arrow below. This will autofill the required information.

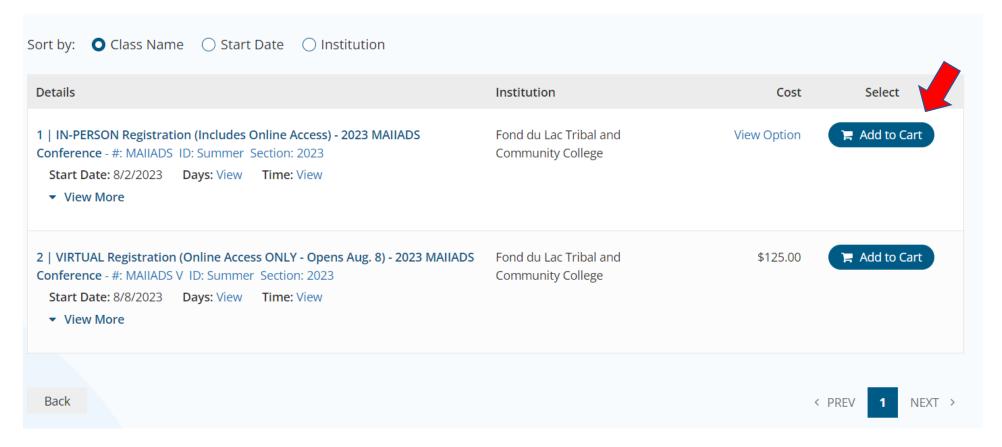
7.) Scroll to the bottom of the page to complete Contact Info. The phone numbers and email address that was listed on step 1 should autofill. Red Asterisks denotes required fields, these are: Username & Password. This is where you create the information that you will use to login into the system in the future.

Please Note: It is important to save this information in a safe place for future reference.

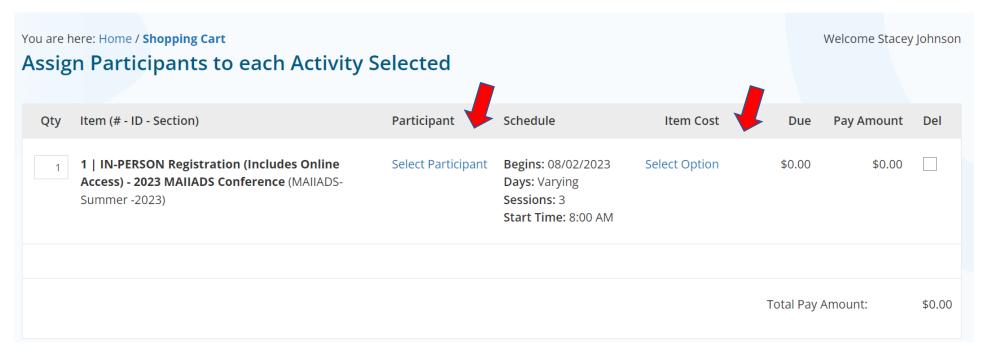


8.) Click Continue – see red arrow above.

- 9.) Your account in RSchoolToday has now been created. You will have to login with your newly created username and password. Then continue on to register for FDLTCC's conferences/trainings.
- 10.) Click on "add to cart" to select a conference/training option.



11.) After clicking on "add to cart you will see your selection in "view my cart"

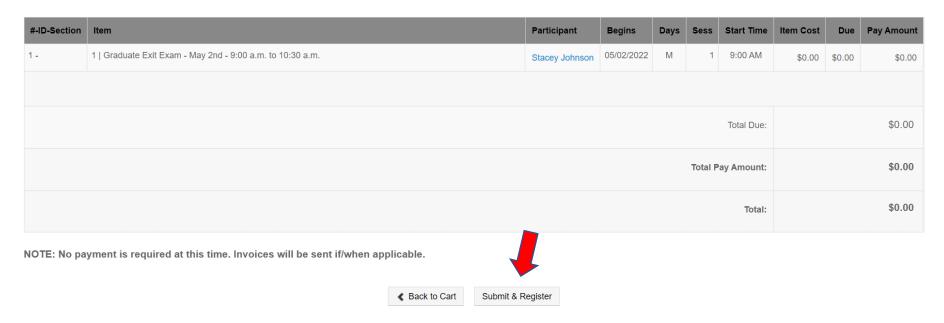


12.) You will now need to select a participant and the item cost. **Please note:** If you do not see these two options, you are not logged into your account.

13.) Click the "check out" button.

Welcome Stacey Johnson.
You are here: Home / Shopping Cart

Class Registration - Confirm that Information is Correct



- 14.) Complete your payment with a credit card. Visa, MasterCard, & Discover accepted. We are unable to accept American Express.
- 15.) Click "Submit and Register"
- 13.) The registration process is now complete and you will receive a confirmation notification at the email address you provided.