

Online Registration Instructions

The online registration process is a seamless way to register for classes at the upcoming CATA conference. If you're the administrator, please make sure all paper registrations are filled out completely. This process is a one-time registration, if any errors are made after this process, you will need to contact Mike Petersen (Treasurer) at (970)-453-3484.

- 1) Log on to our website at: www.cata-log.org
- 2) Go to the Conferences page of the web site and click on [Register Online](#).
- 3) Please select a user name, and password for the individual registering. Click [Submit](#).
- 4) You'll be prompted to enter the user name and password you've just selected from the previous screen. Click [Submit](#).
- 5) Please select the correct membership the registrant holds. Descriptions of each member type are included on this page. Click [Submit](#).
- 6) Now you'll be asked to enter the registrants' personal information. You can use the business or county mailing address if you please. We ask that you check the appropriate field of expertise, or department, including license type, and if the registrant plans to attend the dinner meeting. All information submitted is confidential! Click [Submit](#).
- 7) Course registration – Each day has a listing of courses with a description, and course hours. Please select [Reserve](#) on the course the registrant wishes to attend. If this course is full, you'll be prompted to select another course. When completed, click [Finish](#).

If you're not sure what course you've submitted, or made an error, click [Finish](#) and you'll be prompted to double-check, change, or delete a course.
- 8) A summary of the courses selected and the total cost are provided. If you made an error, or need to change a course, click [Make Change](#) and you'll be asked to delete a course. If you need to add another course click [Classes](#). If everything looks correct, click [Complete Order](#).
- 9) Registration for that individual is complete after a check is made and sent to Mike Petersen (Treasurer). Please print the summary sheet and keep that for your records or give to that registrant. Click [Logout](#).
- 10) In the print summary screen you'll have the option to [Logout](#) and you'll automatically be able to start a new registration all over again.

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