## SHARP.

## **SRS** Conference Registration Instructions

Step 1: Visit <u>www.sharp.com/SRSCME</u> - you may need to scroll down to see bottom of listing

Step 2: Select Register from tabs at top



Step 3: Select Login or Create a New Account. If you're already logged in skip to Step 6.

SRS Annual Conference						
Overview	Register	Faculty	Schedule	Hotel		
Registration: SRS Annual Conference						
You are not logged in.						
Please click the button below to login or create a new account before continuing.						
Ducin or Create New Account						
➡ Continue						

**NOTE:** Please do not create a new account unless you are brand new to SRS and have never attended a CME activity before. If you do not remember your username and/or password please contact the CME Department at (858) 499-4560. Creating a duplicate account will cause your CME transcript to be inaccurate.

Step 4: Complete information and select Login. Use password reset option as necessary.

Log In				
Enter your email and password to login:				
Email:				
heather.clemons@sharp.con				
Password:				
Login				
Forgot Your Password? Don't have an account?				

For assistance call the CME Department (858) 499-4560 Email Heather at heather.clemons@sharp.com



## Step 5: Select Register from tabs at top

Sign In Abo	out L	ive Courses	RSS Calendar	Online Courses	Help	
SRS Annual Conference						
Overview		Register	Faculty	Schedule		Hotel

## Step 6: Confirm your login and select Continue

SRS Annual Conference							
Overview	Register	Faculty	Schedule	Hotel			
Registration: SRS Annual Conference							
Heather L Clemons (heather.clemons@sharp.com), you are logged in.							
If this is correct, click Continue to start your registration. If this is not you, please click 'Sign Out' in the site navigation above and login with your own account.							
• Continue							

**Step 7:** Complete all required questions (highlighted in yellow) and progress through each page of the form: 1) Profile information (you are not an exhibitor); 2) Select ALL appropriate registration fees; and 3) Complete only necessary meal and activity information until you reach the screen that requests *Payment Method*.

SRS Annual Conference							
Overview	Register	Faculty	Schedule	Hotel			
Please se order.	Please select a payment option below and then click "Finish" to complete your order.						
Select Pa	Select Payment Method: *						
	Pay by Credit Card Pay by Check Pay by Chec						
<ul> <li>Finist</li> </ul>							

**Step 8:** If you select **Pay by Credit Card** you will be taken to a screen that will take your information. If you select **Pay by Check** the system will give you your total and instructions on how to complete the check and where to send it.

You will know you have completed this process properly when you receive and email receipt confirming your registration. If you do not receive this receipt, you are not registered.

Golf payments and room reservations must be made separately. Go to: <u>www.sharp.com/SRSCME</u> and select the *Hotel* tab to reserve your room.