How to Register for a Training Event

Steps to Follow

**How to Register for a Training Event:**

1) Go to: [https://events.dudesolutions.com/ct/?&ql=y&search=y](https://events.dudesolutions.com/ct/?&ql=y&search=y)

2) Click the **View Central St Univ Events** Tab (at top border)

3) Click on the appropriate **event name**

4) Enter a ‘1’ for yourself in the **Quantity** box

5) **Complete the required fields**, use your **CCSU email address** for the registration and select **Central CT State U** from the Institution box

6) Then click **ADD TO CART**

7) **Review what you have entered**, then click on the **Confirm** button when ready.

8) An **email confirmation** will be sent to your CCSU email within an hour. This confirmation can also be used to Cancel your registration should it be necessary.
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How to Cancel a Registration:

1) Find your original order confirmation in your Inbox

2) Click on the link “Need to cancel all or part of this order?” provided within the email to cancel:

3) Check the box next to your name and click the blue button