



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/?&gl=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**

The screenshot shows a web interface for event registration. At the top, there is a header with a blue arrow pointing up. Below it is a table with columns: Name, Description, Pictures, and Quantity. The first row is for a 'Registration Form' with a description: 'You must register using your college or university email address or you will be unregistered from this event.' The quantity box contains the number '1'. Below the table, there is a section for '* Required Fields' with a form titled 'Registration Form (1)'. The form has several fields: * First Name (Mina), * Last Name (Hussaini), * Email Address (mhussaini@ccsu.edu), Phone, Mobile, * Institution/Organization Name (Central CT State U), Title, and Department. A green arrow points to the quantity box, another green arrow points to the Institution/Organization Name dropdown, and a third green arrow points to the '+ ADD TO CART' button.

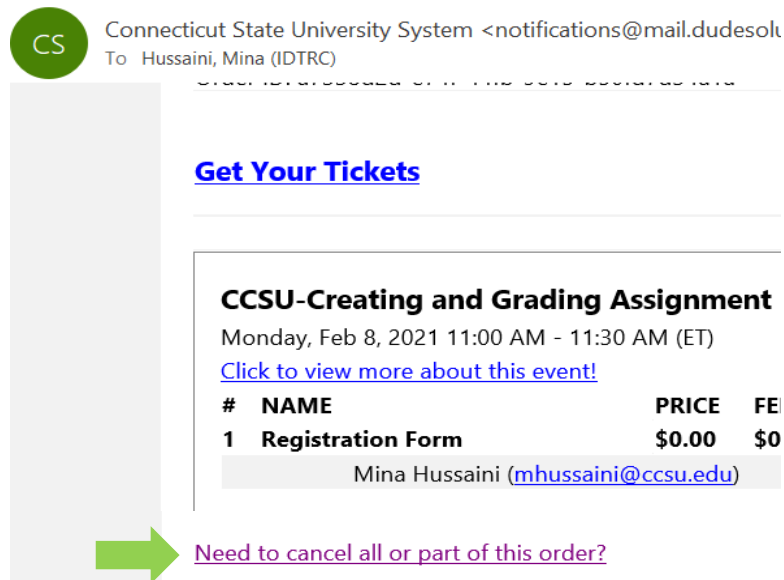
- 7) **Review what you have entered**, then click on the **Confirm** button when ready.
- 8) An **email confirmation** will be sent to your CCSU email within an hour. This confirmation can also be used to Cancel your registration should it be necessary.



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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

