

How to Register for a Training Event:

- 1) Go to: <https://events.dudesolutions.com/ct/?&q=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 registration form titled "Registration" with a table of items. The table has columns for Name, Description, Pictures, and Quantity. The first item is "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 is set to 1. Below the table is a form titled "Registration Form (1)" with fields for 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 "+ ADD TO CART" button is at the bottom right. Red arrows point to the quantity box, the institution dropdown, and the add to cart button.

Name	Description	Pictures	Quantity
Registration Form	You must register using your college or university email address or you will be unregistered from this event.		1

* Required Fields

Registration Form (1) [X]

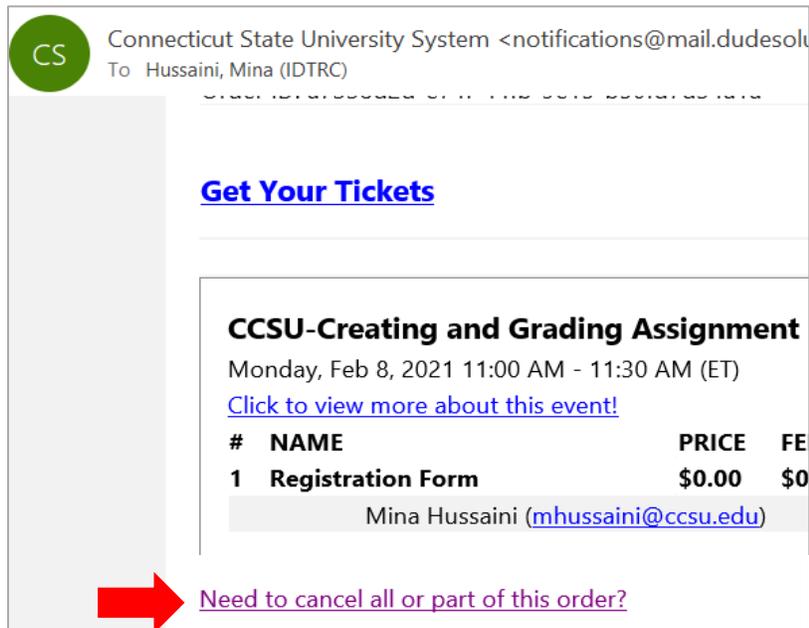
* First Name: Mina
* Last Name: Hussaini
* Email Address: mhussaini@ccsu.edu
Phone:
Mobile:
* Institution/Organization Name: Central CT State U
Title:
Department:

+ 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.

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

