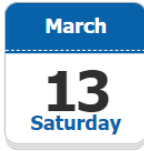


How to Register for an RLI Event

Click on **More info** next to the session you are interested in attending. The following screen pops up. This will contain the information of the session you wish to register for. Double check the information to make sure you are registering for the correct session.



RLI NEA Seminar - Dist 7430 - Pottstown, PA - Virtual Meeting ID=77512924 (4)

Description:



RLI North East America

Location: Sessions will be virtual. Details to follow.

Part I, II, III, & Graduate

\$25.00

For information please contact Event Chairs:

Len Gieseler
lgieseler2023@gmail.com

Date/Time: Saturday Mar-13-2021 from 9:00 AM - 2:00 PM

Register

After you click Register this screen will appear:

If you are an RLI past attendee click on the Member Login. If you have never registered for an event click on the Guest Login.

Member Login

Guest Registration

RLINEA Member Login and Register

USERNAME:

lin@linkelly.com

PASSWORD:

.....

LOGIN AND REGISTER

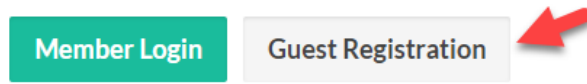
[Request EZLink Link](#)

[Forgot Password](#)

Which link do you select?

Guest Registration

If this is your “first time” registering for an RLI NEA Session, click “**Guest Registration**” to register.

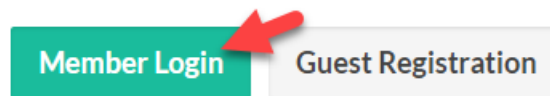


Complete all the information on the form that will appear and click on Register on the bottom of the form. Although you may be a Rotary Club member, you need to register as a guest if this is your “first time” going to any RLI NEA Session. By registering as a guest, the Administrator will then convert your registration from Guest into your Club by adding you to the RLI NEA database.

Next time you register for an RLI NEA session you can register using **Member Login**

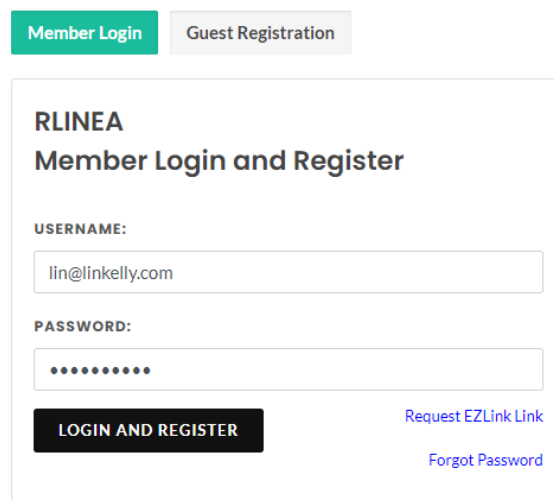
Member Login

If you have taken a class use the **Member Login** button. This screen will appear.



Your information will automatically be populated, click the continue button. If you do not remember your login click on Forgot Password. Once you receive your info you can try again.

If you are an RLI past attendee click on the Member Login. If you have never registered for an event click on the Guest Login.



Member Login Guest Registration

RLINEA
Member Login and Register

USERNAME:

PASSWORD:

LOGIN AND REGISTER [Request EZLink Link](#)
[Forgot Password](#)

Select the session and your dietary requirements (if it is in-person). Fill in your District Number and Club Name and any other required information. If a session has a red X next to it that means you did

not qualify for that part. If you feel the info is incorrect, then select a class below the one you wanted to take and fill out the comment box letting us know when you took the class and where. The Registrar will move you to the appropriate class.

Please answer all the questions presented below.

Lin Kelly:

Questions	Lin Kelly's Selections
Please select the course you wish to attend - Cost is \$25.00	<ul style="list-style-type: none"> <input checked="" type="radio"/> Part 1 09:00 AM <input checked="" type="radio"/> Part 2 09:00 AM * Pre-Req Not Met * <input checked="" type="radio"/> Part 3 09:00 AM * Pre-Req Not Met * <input checked="" type="radio"/> Graduate Course 09:00 AM * Pre-Req Not Met * <div style="border: 1px solid gray; padding: 2px; width: fit-content;"> Total <input type="text" value="25.00"/> </div>
Unable to register for Part 2 or higher? Please indicate what Part you want to take. Then list the Part, Date & Location of Part(s) you have already taken. We can correct your record.	Line 1 - List what Part you want to take. Line 2+ : List Part, Date & Location for Part(s) you have taken <div style="border: 1px solid gray; height: 30px; width: 100%;"></div>
Please enter your District Number	<input type="text" value="7730"/>
Please enter your club name	<input type="text" value="South Brunswick"/>

Only fill this box in if you wanted to take Part 2 or 3 but the system would not let you

Total Event Fee(s) for this registration:	<input type="text" value="25.00"/>
--	------------------------------------

← GO BACK
PROCEED TO VERIFY AND CONFIRM

Then click the Proceed to Verify and Confirm. You will be able to review it one more time:

Step 3 - Verify and Confirm

Please click CONFIRM at the bottom of the page after checking the accuracy of your information.

Lin Kelly:

Question	Selection	Qty	Cost	Total
Please select the course you wish to attend - Cost is \$25.00	Part 1 09:00 AM			25.00
Unable to register for Part 2 or higher? Please indicate what Part you want to take. Then list the Part, Date & Location of Part(s) you have already taken. We can correct your record.				
Please enter your District Number	7730			
Please enter your club name	South Brunswick			
Total for Lin Kelly:				25.00

Total Event Fee Due:	<input type="text" value="25.00"/>
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← GO BACK
PROCEED TO PAYMENT

Then click proceed to payment.

Step 4 - Payment

Event Fee Summary:

Description	Amount
Kelly, Lin	25.00
Total Event Fees:	25.00
Amount Already Paid:	0.00
Amount Due:	25.00

Payment Options:

Pay Online By Credit Card / Debit Card:

- Only the credit cards shown below are accepted.
- **PLEASE** use your credit card **Billing Address** on the next screen.
- Set the preferred address to match your credit card billing address under the 'Contact' tab, or;
- Enter a credit card billing address, and set the 'CC Billing Address' to use that address.
- Close the window, and proceed to pay for the event online
- Click on the **Pay By Credit Card Online** on the right.

Pay By Credit Card

Card Types Accepted:



Pay By Check:

Checks must be received by September 20, 2020. They should be made payable to "RLI NEA" and mailed to:

Donna Rinaldi
13 Riverdale Avenue
Dover, NH 03820

Pay By Check

Please include your District Number, Club Name and Phone Number with the check.

Check Types Accepted:

- ✓ Personal Check

Having Problems?

Does not recognize my log in?

Won't let me sign up for the course I wish to take, it says requisite not met?

Credit Card payment won't go through?

Contact:

Donna Rinaldi

donna@dssadmin.com

603-742-3144