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 7910, 7930, 7950 - Marlborough, MA

Description: The Rotary Leadership Institute of Northeast America

Location: Courtyard Boston Marlborough
75 Felton St.
Marlboro, MA 01752

Part I, II, III, & Graduate

$115.00

For information please contact Event Chairs:

Liz Cullen
lzcullen@yahoo.com

Date/Time: Saturday Jan-26-2019 from 7:30 AM - 3:30 PM

To register for this Event:

1. If you’re not a RLI NEA Member, click: RLI Guest Registration to register yourself.

2. If you’re a member, click: RLI NEA Member to register yourself

3. If you don’t know your password, click: Request eZLink Registration Link to request a personalized link to register.

Your personalized link to register will arrive via email in a few minutes.
Which link do you select?

**RLI Guest Registration**

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

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.

This Screen will appear

![Register Now!](image)

Next time you register for an RLI NEA session you can register as an **RLI NEA Member**.

**RLI NEA Member**

If you have taken a class use the RLI NEA Member button. This screen will appear.

![Register Now!](image)

Your information will automatically be populated, click the continue button

![Continue](image)
Select the session and your dietary requirements. Fill in your District Number and Club Name and click on proceed to confirmation.

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**Step 2 - Make Selections**

**Selections for: Lin Kelly (Lin)**

<table>
<thead>
<tr>
<th>Questions</th>
<th>Lin's Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select the course you wish to attend - Cost is $115.00</td>
<td></td>
</tr>
<tr>
<td>Part 1 07:30 AM</td>
<td></td>
</tr>
<tr>
<td>Part 2 07:30 AM</td>
<td></td>
</tr>
<tr>
<td>Part 3 07:30 AM</td>
<td></td>
</tr>
<tr>
<td>Graduate Course 07:30 AM</td>
<td></td>
</tr>
<tr>
<td>Dietary Restrictions</td>
<td></td>
</tr>
<tr>
<td>Vegetarian</td>
<td></td>
</tr>
<tr>
<td>Vegan</td>
<td></td>
</tr>
<tr>
<td>Gluten Free</td>
<td></td>
</tr>
<tr>
<td>Enter your District Number</td>
<td></td>
</tr>
<tr>
<td>Enter your Club Name</td>
<td></td>
</tr>
</tbody>
</table>

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Then confirm your selections:

<table>
<thead>
<tr>
<th>Question</th>
<th>Selection</th>
<th>Qty</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select the course you wish to attend - Cost is $115.00</td>
<td>Part 1 07:30 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dietary Restrictions</td>
<td>Vegetarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter your District Number</td>
<td>7,730</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter your Club Name</td>
<td>981</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Event Fee Due:** 115.00

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Confirm Selections
Then proceed to payment

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Event Fees:</td>
<td>115.00</td>
</tr>
<tr>
<td>Amount Already Paid:</td>
<td>0.00</td>
</tr>
<tr>
<td>Amount Due:</td>
<td>115.00</td>
</tr>
</tbody>
</table>

Payment Options:

Pay Online By Credit Card / Debit Card:

- *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 this address.
  - Close the window, and proceed to pay for the event online

Pay By Check:

- Checks are accepted at the door!
- Checks must be received within one-week!
- Submit your check payment according to the event instructions.

Check Types Accepted:

- [ ] Personal Check
- [ ] Club Check
- [ ] District Check

Request eZLink Registration

If you have forgotten your password, use Request eZLink Registration to receive an e-mail with a link to the Session Location for quick registration to the specific course and payment method.

EZ-LINK SCREEN

Use this form to receive an e-mail with a link to the Session Location you selected where you can register and pay for the specific course.

Complete the form below, click continue. Please allow a few minutes for your registration link to arrive in your email.

Please enter:

<table>
<thead>
<tr>
<th>District</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please enter the security code EXACTLY as shown on the right. The letters are lower case.

Continue
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