

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 ID=77393220 (4)

Description:



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
lizgcullen@yahoo.com

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

[RLI Guest Registrtrion](#)

[RLI NEA Member](#)

[Request eZLink Registration](#)

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.

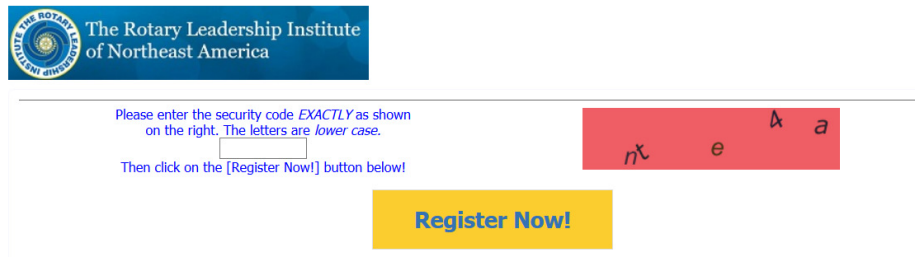
Which link do you select?

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



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.



Your information will automatically be populated, click the continue button

Step 1 - Your Information

Contact Information: **Lin Kelly**

Please enter/update:

* First Name:	Lin
* Last Name:	Kelly
* Badge Name:	Lin <small>This name will be used on your Badge</small>
* Email:	email@gmail.com
* Address:	6960 Rosebury Ct.
* City:	Ocean Isle Beach
* State:	North Carolina
* Zip Code:	28469
* Cell Phone:	999-999-9999 <small>(Please use this format: xxx-xxx-xxxx)</small>

Your info will auto populate here

Continue

Select the session and your dietary requirements. Fill in your District Number and Club Name and click on proceed to confirmation

Step 2 - Make Selections

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

Questions	Lin's Selections
Please select the course you wish to attend - Cost is \$115.00	<input type="radio"/> Part 1 07:30 AM <input type="radio"/> Part 2 07:30 AM <input type="radio"/> Part 3 07:30 AM <input type="radio"/> Graduate Course 07:30 AM
Dietary Restrictions	<input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Gluten Free
Enter your District Number	<input type="text"/>
Enter your Club Name	<input type="text"/>

[Proceed to Confirmation](#)

Then confirm your selections:

Question	Selection	Qty	Cost	Total
Please select the course you wish to attend - Cost is \$115.00	Part 1 07:30 AM			
Dietary Restrictions	Vegetarian			
Enter your District Number	7,730			
Enter your Club Name	SBI			
Lin Kelly Total:				115.00
Total Event Fee Due:				115.00

[Confirm Selections](#)

Then proceed to payment


Event Fee Summary:	
Description	Amount
Kelly, Lin	115.00
Total Event Fees:	115.00
Amount Already Paid:	0.00
Amount Due:	115.00

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.

Card Types Accepted:



Pay By Credit Card

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.
- Click the **Pay By Check** button on the right.

Check Types Accepted:


Personal Check Club Check District Check

Pay By 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:

District:

Email:

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