



## Instructions to register online for a conference or training course at MSA

1. Go to [www.mnsheriffs.org](http://www.mnsheriffs.org)
2. Find the class you want to register for by either:
  - a. Going to the conference or training page(which will have most conference or class details) on the top navigation bar or...
  - b. Go directly to the Events tab on the top navigation bar  
Classes are listed by date and then by name
3. Click on the course and click on 'REGISTER FOR THIS EVENT". This will start the registration process.
4. If you are not logged in, it will require that you log in to register online. This may be your hardest part!
  - a. For most of our members and people already in our system, use your primary work email address and password1 (unless you have changed it already)
  - b. If someone registers who is not in our system, they will need to register as a New Visitor. They will create their profile and have the ability to register online.
5. Continue with the registration process. The system will walk you through. For trainings that have more than one session – the event will show up as no charge, but then the session will have a fee (i.e. The 3 day courts trainings has several different sessions to choose from)
6. If this is a conference registration, we have created several different questions regarding activities outside of the conference. To aid us in planning, we want you to register online for these activities; however, payment will be collected at the conference. Fyi: All hotel reservations are made directly with the hotel/conference center. If you don't know the answer to question (i.e. is my spouse attending a certain event, leave blank for now and email Ann when you know your plans)
7. Once you have completed your purchase and are at the checkout, you can select to pay with a credit card or a "Bill Me" option. You will receive an invoice or receipt by email shortly after registering.
8. Once your registration is complete, you will receive both a confirmation email and the invoice copy to submit for payment or the receipt.
9. We are excited to offer our registrations online and appreciate your patience in this process. Contact Ann Jarrett at MSA within questions or problems registering. Email: [ajarrett@mnsheriffs.org](mailto:ajarrett@mnsheriffs.org) or 651-451-7216 x6.