



Event Signup & Registration Instructions for all **ATTENDEES**

STEP

1

Complete this step to sign up as an event attendee (In-Person and Virtual).

1. Begin registration here: [Event Sign Up](#)
2. Click the **Sign Up Now** button.
3. Select the **Primary Registrant** and fill in the required fields, click **NEXT**.
4. Complete the three (3) registration questions, click **NEXT**.
5. Agree to the **Media Waiver**, click **NEXT**.
6. Review the summary information, if correct, click **COMPLETE REGISTRATION**.
7. On the **Make Payment** screen, type in the coupon code provided by your sponsor, click **APPLY**.

Important: 1) Type in the code, do NOT copy/paste; and 2) Only use the code once.

If you have any issues registering, contact your sponsor or email sponsor registration support at ccr-support@icf-nt.com.

8. You are signed up to attend Celebrate Coaching, check your email for Subject: "ICF North Texas - Event Registration Confirmation" from ICF-North Texas.
9. If attending virtually, continue to Step 2: Zoom Registration.

STEP

2

FOR VIRTUAL ATTENDEES ONLY: ZOOM REGISTRATION

Complete this step in order to receive your personal Zoom link and attend virtually.

1. Open your event confirmation email in #8 above.
2. Scroll down to the page and click the Zoom link.
3. Enter your registration information, click **REGISTER**.
4. Click **Add to Calendar** to automatically save this event to your Google, Outlook, or Yahoo. calendar. Or, manually remember to add the event & Zoom link to your calendar.
5. Check your email for Subject: "Celebrate Coaching 2022 Confirmation" from Zoom.
6. You are now registered on Zoom and will be able to access the event online.

We look forward to you joining us for Celebrate Coaching 2022! Be sure to add the event to your calendar **Friday, October 14, 2022 at 8:30 a.m. - 12:00 p.m. CST**. Have questions? Visit the [Celebrate Coaching](#) web page.