Course Preregistration

Outreach Trainers may preregister classes online if the class start date is at least 2 weeks in the future. If the start date is less than 2 weeks away, trainers must submit the paper preregistration form.

1. Click the “Login or Create Account” button to log in to the website (or, if already logged in, click the “Your Account” button).

2. After logging in, review the information on the “Your Account” tab and confirm that it is correct. To update information, click the “Edit Your Account” tab:

3. Click the “For Trainers” tab to open the trainer dashboard:

4. Click the green button for the class type:
5. Fill in form with all required and any applicable optional fields and click the “Preregister” button when complete: