Instructions for registering for the Institute

Please go to https://august2022isf.my-trs.com/

In order to make the group registration process easier, all previous accounts have been deleted. You will need to set up a new account when registering.

From the Institute Welcome Page, please click the Register Now button.

On the next screen, please choose your registrant type. **Please note that group registration is ONLY available for the general attendee registrant type.** If you are registering yourself or someone as a CPCS or HFI Managers meeting only or a presenter/Institute Committee Member/DCS staff member the registration must be done separately outside of the group registration. If you are only attending the CPCS or HFI managers’ meetings, please select this registrant type as there is no charge. **If you have received a free access code for the Presenter, Institute Planning Committee, or DCS Staff registration type, please enter that code by manually typing it instead of using copy/paste.**
The next screen will allow you to pick your sessions. For more information about each session, please click on the question mark (?) beside each session. To choose a session, click on the small box beside the session to place a check mark in the box. After choosing all your sessions, select the next button.

You will set up your account on the next screen. Please make sure you are entering the correct email as all Institute correspondence will be sent to the email provided.

Complete your profile on the next screen. Make sure all required fields that are indicated with an asterisk are completed (the address fields are not required). Click next when complete.

Review the terms and conditions on the next screen, enter your initials, and then click Agree and Confirm.

On the next screen review your selections. If you would like to add additional sessions to your registration, you can select Add Items. If not, you can either select Add Another Person (If you are registering additional people as part of a group registration) or Continue as an Individual (if ready to check out).
Enter your credit card information. Please make sure the address is correct for the card being used.

When this is complete, select Confirm and Pay. Your screen should confirm that the registration is complete. If this does not happen, please contact Mendy Saucerman at mendy@straightpathconsulting.org.