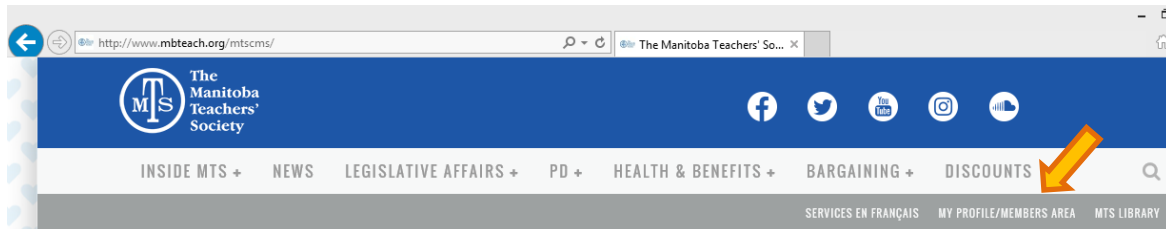
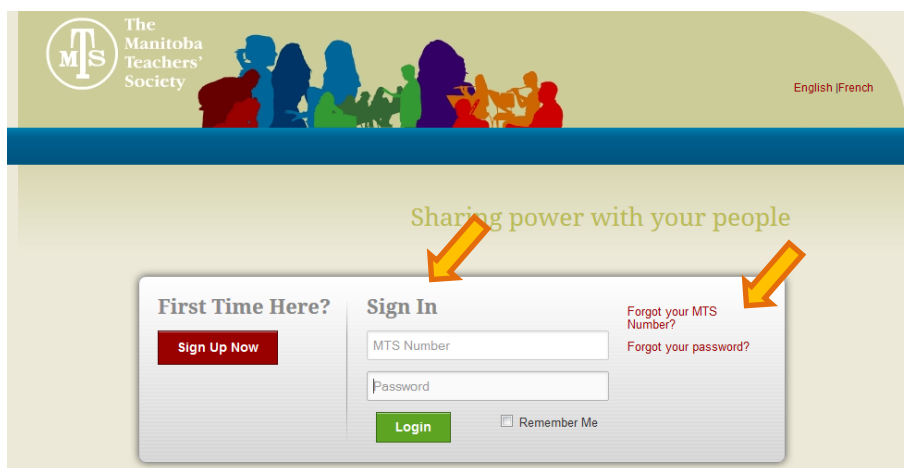


## Procedures on how to register online to an MTS event

Go to the “MyProfile/Members’ Area” on our website at [mbteach.org](http://mbteach.org) located in the grey task bar.



Enter your MTS Number and password in the “Sign In” area. If you forgot your MTS Number or Password, use the links provided on the right hand side.



If this is your first visit to the MyProfile/Members’ Area site, you will need to follow these steps:

1. Click on the red button named “Sign Up Now” shown above;
2. Click on yes or no depending on if you are an MTS member or not;
3. If you clicked on yes, you will need to fill out some information. If you do not know your MTS Number, please click on “Click here to look up your MTS Number” where you will need to enter your Full Name & Email Address. If you are a new MTS Member please click on “Click here if you are a new MTS member” where you will need to fill in some information. (See on next page)
4. If you clicked on no, you will need to fill out some information. (See on next page)
5. Click the red button labeled “**Register**” after following the steps on the next page. You will receive an email, to the address you provided, indicating that you now have access to the site.



**Yes**

**No**

**Registration**  
Please fill in all of the required fields to register.

MTS Number

[Click here to look up your MTS number](#)  
[Click here if you are a new MTS member](#)

**Required**

First Name\*

Last Name\*

Password\*

No Password Entered

Confirm Password\*

**Register**

**Registration**  
Please fill in all of the required fields to register.

Email Type

Email

Address Line 1

Address Line 2 (Optional)

Postal Code

City

State/Prov

**Required**

First Name\*

Last Name\*

Password\*

No Password Entered

Confirm Password\*

**Register**

If you are a new MTS member, click on "Click here if you are a new MTS member"

If you do not remember your MTS Number (Username) click on "Click here to look up your MTS number"

**Forgot your username?**

Enter your first name, last name, and any email you have on file with us and we will send you your username. If you do not have an email address on file with us, you will need to contact our membership office directly.

First Name\*

Last Name\*

Email\*

**Submit**

**Registration**  
Please fill in all of the required fields to register.

Email Type

Email

Address Line 1

Address Line 2 (Optional)

Postal Code

City

State/Prov

**Required**

First Name\*

Last Name\*

Password\*

No Password Entered

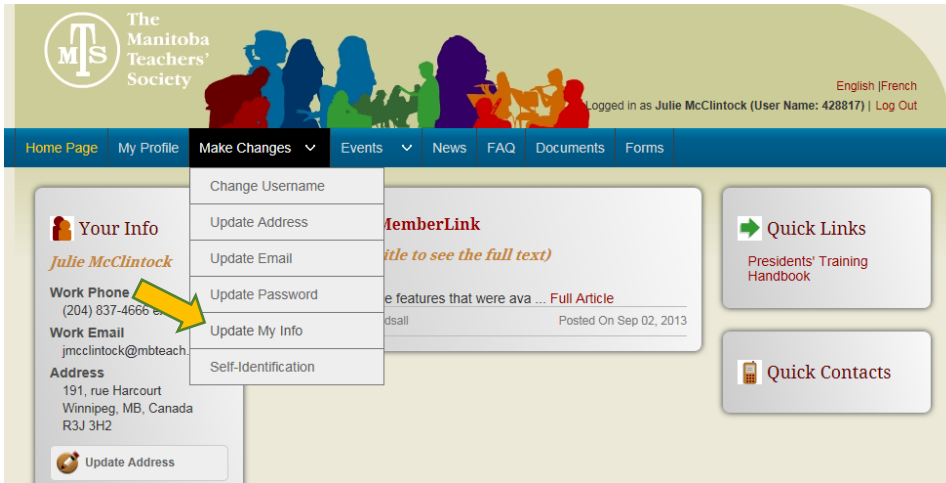
Confirm Password\*

**Register**

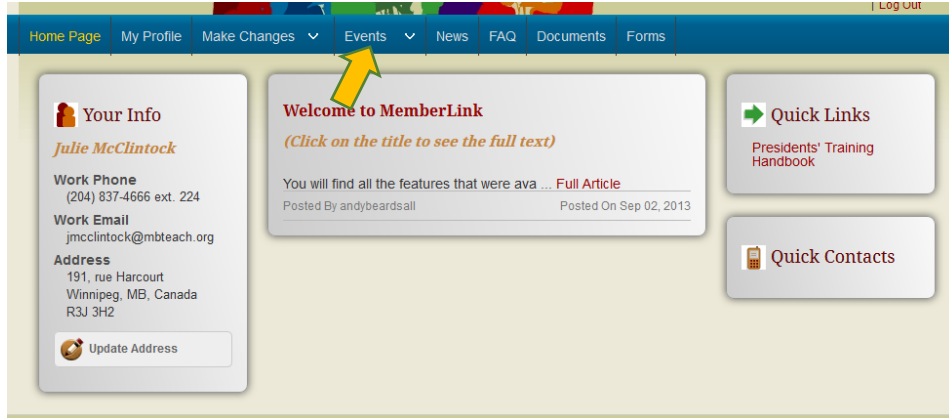
\*\*Your MTS number/Username will be sent to the email you enter\*\*

Once you have logged in, your home page will open.

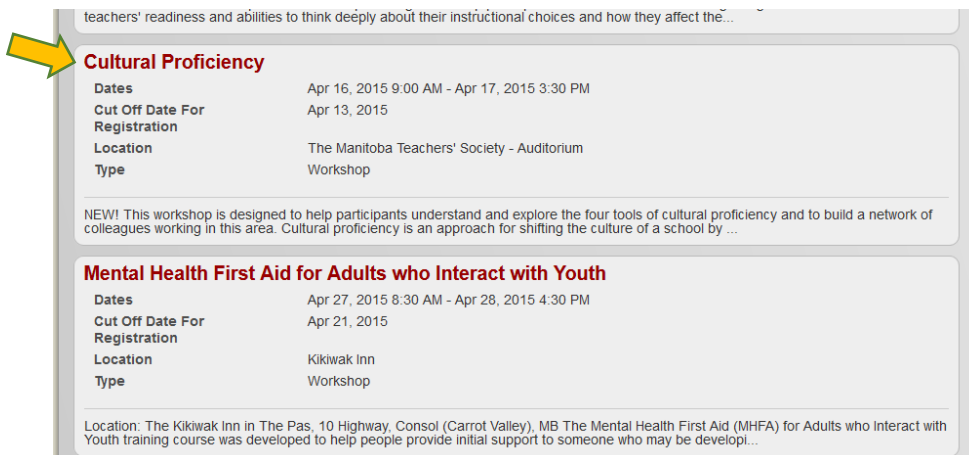
Take a moment to ensure your profile information is up to date **including** your food allergies or restrictions. MTS will use this information whenever there is a meal provided at an event in which you are registered. You can find your food restrictions under the “Make Changes” tab at the top of the page, then click “Update My Info”. Also verify that the email we have on file for you is correct, since this is where the email confirmation will be sent.



To see the list of available events, click on the “Events” tab at the top of the page.



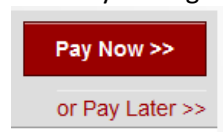
Choose an event simply by clicking on the name of the event. This will bring you to the registration area of that event.



Note: If you want to see the full description of an event, simply click on the description and it will expand to show more information. If a payment is part of the registration process, please have your credit card/or PayPal information ready before you proceed.

Once you are in the registration area of the event, please be patient. The system can be slow when moving from one page to the next, depending on the complexity of the event. Each event is unique and may require more time to upload for viewing.

The last page (“Final Review” page) will let you review your registration details. If all is correct, you can submit your registration or, when there is a fee, make one of two choices:



When you submit your registration by clicking either “Pay Now” or “Pay Later”, you will receive an email from [no-reply@mbteach.org](mailto:no-reply@mbteach.org) to acknowledge that we have received your registration.

- Choosing “Pay Now” will bring you to the secure PayPal site. Please have your payment information ready. Otherwise, if it takes too long for you to retrieve it, the session will time out and you will need to go back to “Events” and choose the icon “Pay Now” on the right hand side.

- If you choose “Pay Later”, be aware that:
  - 1) your registration will not be completed unless a payment is received;
  - 2) depending on the event, there may be a clause indicating that your registration will be automatically removed if we do not receive your payment by a certain date;
  - 3) when you are ready to pay, return to the list of events. The events in which you are registered will be listed first. You will find the “Pay Now” link on the right side of the event.
- Read your confirmation email thoroughly for important information regarding your event.
- You will receive a second email as a confirmation of payment and it will come directly from PayPal. This is also your receipt. This email will be sent to the email you provided to PayPal upon payment.