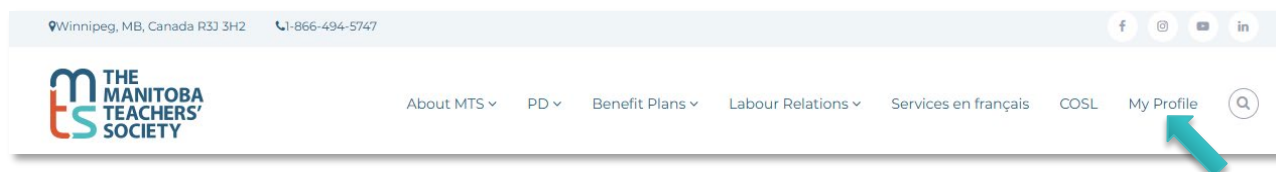
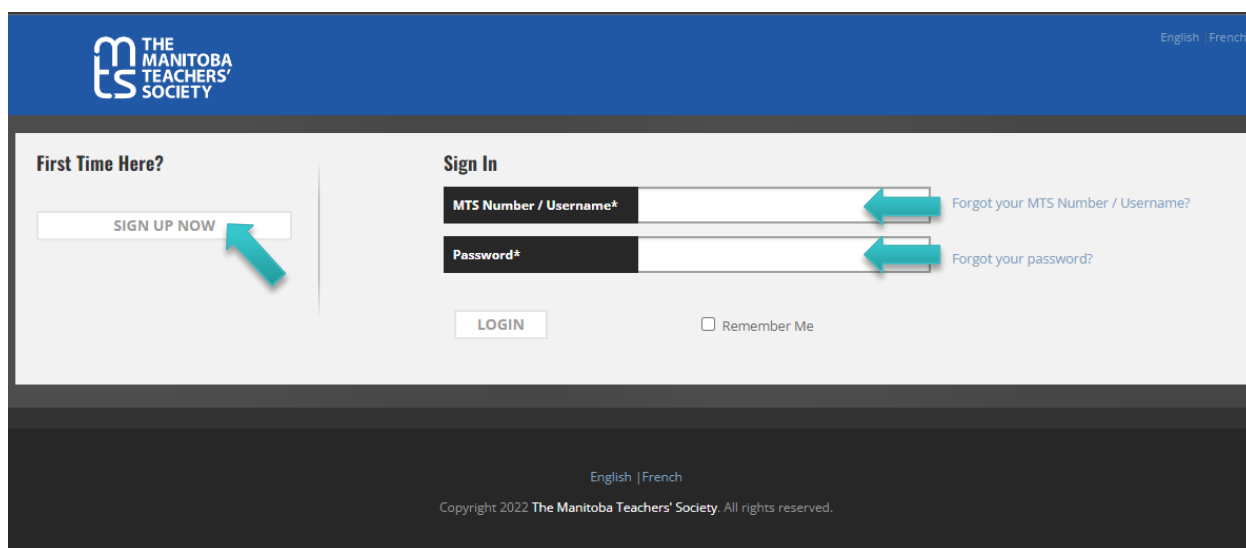


How to Register Online for an Event

Go to the “My Profile” on our website at mbteach.org.

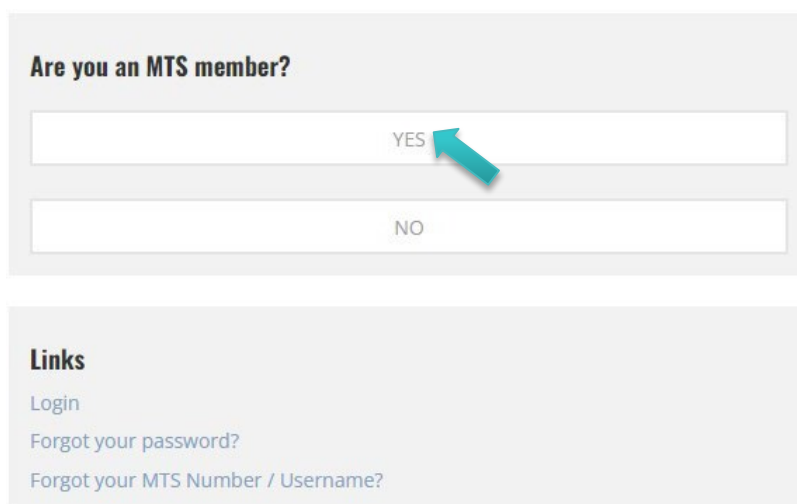


Enter your MTS Number or your MTS Username and password in the “Sign In” area. If you forgot your MTS Number/Username or Password, use the links provided on the right side.



If this is your first visit to the My Profile site, you will need to follow these steps:

1. Click on the button named “Sign Up Now” shown above on the left side as shown above;
2. Click on yes or no to answer if you are an MTS member;



3. If you clicked “YES”, you will need to fill out the required fields as shown below.
4. If you do not know your MTS Number, click on “Forgot your MTS Number / Username?” and enter your First Name, Last Name & Email Address.
5. If you are a new MTS Member, click on “Click here if you are a new MTS member” and fill out the required fields.
6. If you clicked “NO”, fill out the required fields.
7. Click on “REGISTER” after filling out the required fields. You will receive an email, to the address you provided, indicating that you now have access to the site.

Yes

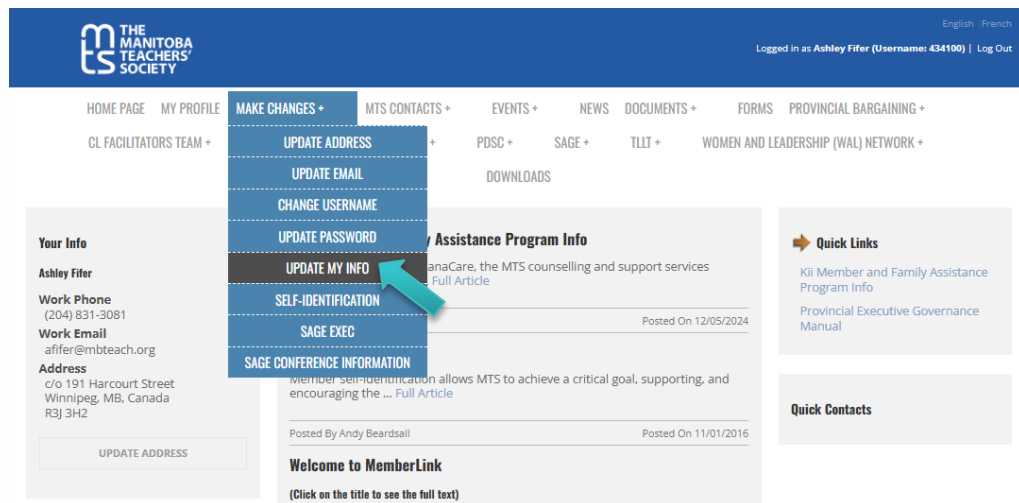
No

If you do not know your MTS Number / Username, click on “Click here to look up your MTS number”

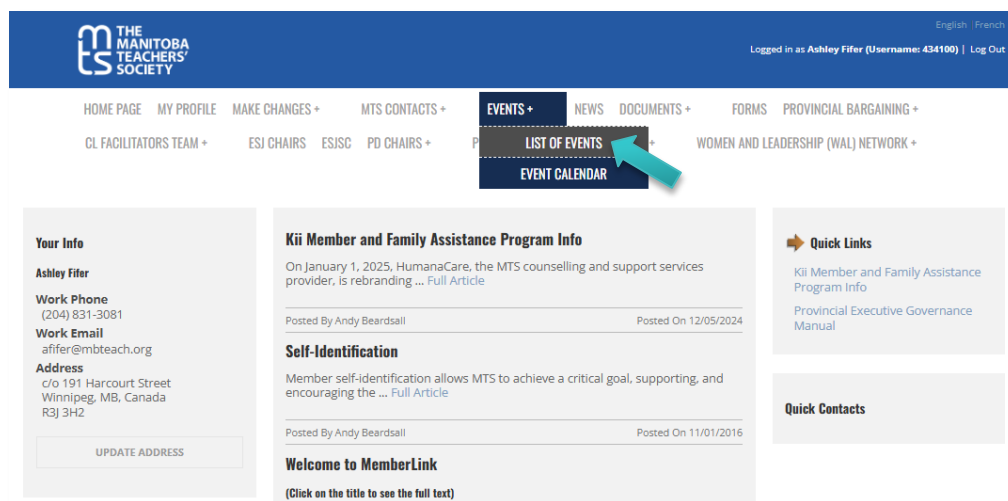
If you are a new MTS member, click on “Click here if you are a new MTS member”

*** Your MTS Number / Username will be sent to the email address that you enter – be sure to check your junk mail folder ***

Once you have logged in, your home page will open. Take a moment to ensure your profile information is up to date including any food allergies or dietary restrictions. This information will be used when meals are provided at events that you are registered for. You can find this under the “MAKE CHANGES +” tab at the top of the page. Click “Update My Info” to review and/or make any changes. Also verify that the email address(es) we have on file for you are accurate.



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



Click on the name of the event to go to the registration area of that event.



Note: If 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 “FINAL REVIEW” page will let you review your registration details. If all is correct, you can submit your registration by clicking “Submit” if there is no fee or “Pay Now” if there is a fee.

For events without a fee, after you submit your registration, you will receive an email from no-reply@mbteach.org to acknowledge that we have received your registration. Add this email address to your Safe Senders to ensure that future emails don’t go to your junk mail folder.

For paid events, clicking on “Pay Now” brings you to the secure PayPal site.

Note that you do not need a PayPal account to continue. If you would like to check out as a guest, ensure that you toggle the switch that says “Save info & create your PayPal account” as shown and on the next screen, click “Pay now as guest.”

If you don’t have your payment information, or 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 side.

When you submit your registration, you will receive an email from no-reply@mbteach.org to acknowledge that we have received your registration. Add this email address to your Safe Senders to ensure that future emails don’t go to your junk mail folder.

Read your confirmation email thoroughly for important information regarding your event.

You will receive a second email as confirmation of payment directly from PayPal. This is also your receipt. This email will be sent to the email address associated with your payment.

PayPal

Pay with debit or credit card

We don't share your financial details with the merchant.

Country/Region
Canada

Email

Phone type
Mobile

Phone number
+1

Card number

Expiration date

CVV

Billing address

First name

Last name

Address line 1

Address line 2 (optional)

City

Province

Postal code

☒ Shipping same as billing address

Save info & create your PayPal account

You agree to PayPal's [Privacy Statement](#) and confirm you're of legal age.

Pay now as guest