

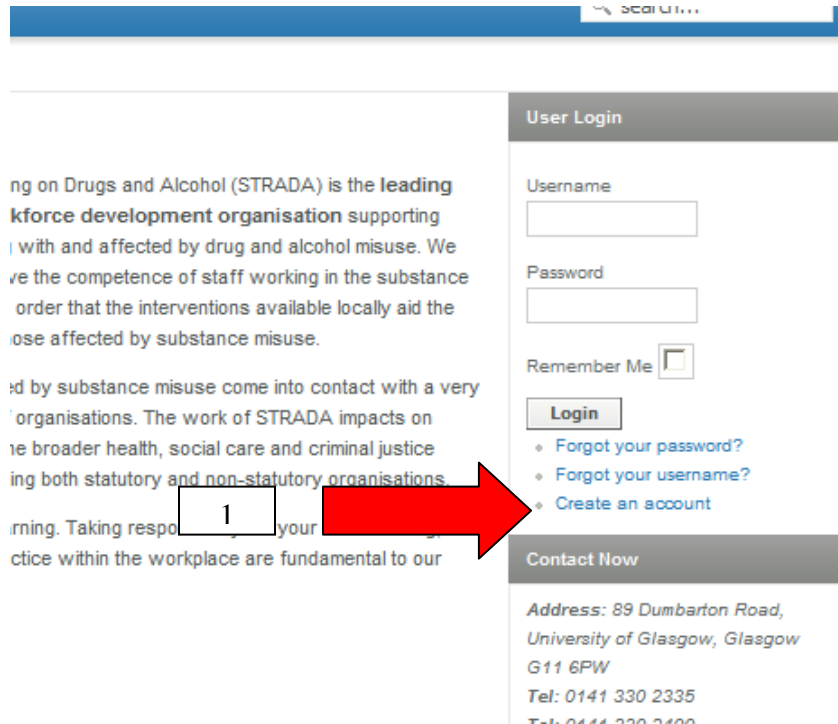
How to Register on the STRADA Website

Type www.projectstrada.org into your internet browser.

If you wish to participate on any event you need to have your own account.

By having your own account, we are able to send you the Pre-course Reading and other relevant information, before, during and after the events.

When the page loads **click** on 'Create an account' which is on the right hand side of the page (Arrow 1)



The screenshot shows the STRADA website interface. On the right side, there is a 'User Login' section with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Login' button. Below the login section, there are three links: 'Forgot your password?', 'Forgot your username?', and 'Create an account'. A red arrow points to the 'Create an account' link, which is labeled with a '1' in a box.

You will then be asked to **fill in** a form:

User Registration

Fields marked with an asterisk (*) are required.

User Details

First name*	<input type="text" value="Joe"/>	✓
Last name*	<input type="text" value="Bloggs"/>	✓
Username*	<input type="text" value="J_Bloggs"/>	✓
Email*	<input type="text" value="jbloggs@example.co.uk"/>	✓
New Password*	<input type="password" value="••••••"/>	✓
Verify Password*	<input type="password" value="••••••"/>	✓

Work Details

Job Title*	<input type="text"/>
Organisation*	<input type="text"/>
Project / Dept*	<input type="text"/>
Work Address*	<input type="text"/>

As you **complete** the form a green tick ✓ will appear to show you have entered valid information.

If a red cross ✖ appears you should **check** the information you have entered for any errors (e.g. spaces in your email address).

Choose your own username and password – you will use these details to log into the website.

Your registration information is entered once.

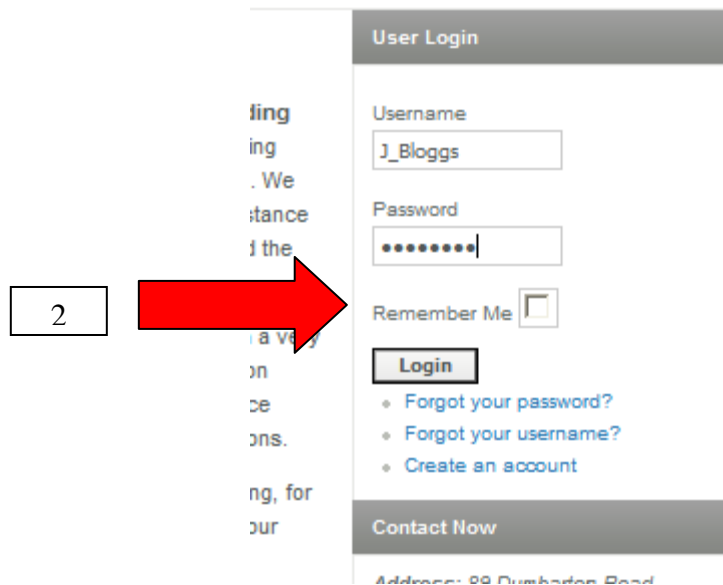
Each time you want to book on a course, you just login and the web site will remember your details

Please answer **all** the questions in the form and **read** the terms and conditions at the bottom before clicking on “Register”.

At this stage, the website will send an email to the address you have entered in your form. The email will contain a link – please **click on this link** to **activate** your account.

If you do not receive your email (should not take any longer than 10 mins to arrive) please contact Sarah on 0141 330 2335.

When you have done this, you can then go back to the website and **enter** your username and password into the User Login box and click Login (Arrow 2):



You will then be automatically brought to the Training Events page where you can view all events and book your place.