

2022 NDI Working Group (WG) Registration Site Instructions

- Please be sure to read and understand the COVID Guidance for this event. After you fill out the Certification of Vaccination Form you should study the Agenda and select the sessions that most interest you. You can consult the Class Descriptions to help you choose.
- To register for the event and class sessions, follow these steps:
- Click the **Register Now** button to select **Attendee Registration**
- Add the registration to your cart and click **Continue Shopping** to select your sessions
- In the navigation at the top of the page, click **AF NDI Working Group** to return to the main page
- When you click on the **Tuesday Sessions** button, you will pick one class per time slot
 - Notice your course selection record once you are back in your shopping cart
 - Please note, if a class is full, you will be asked to make another selection
 - Click **Continue Shopping** to finish selecting courses for that day
- Once you have chosen all your Tuesday Sessions, click **AF NDI Working Group** to return to the main page move to the next day and so on
- You can also choose to have a 1-On-1 Shop Chief discussion with MSgt Simmons or tour the Advanced Manufacturing facility at UDRI's East River Road office. See "Class Descriptions" for further information on the 1-On-1 discussion and tour.
- If at any time you need to consult the classes you chosen, you can click the shopping cart icon in the top right of the screen
- Be sure not to register for any conflicting classes, the system will NOT notify you.
- When you are finished selecting your classes, click the **Checkout** button in the cart to complete registration
- After filling out your personal information and agreeing to the COVID requirement, click **Continue** to enter your email and click the **Checkout as Guest**
- You will be shown your registration and classes, once satisfied, click **Submit Order** and you will receive an email with this information (make sure to check your Junk Folder)
- If you don't receive an email confirmation, contact James.Trzeciak@UDRI.udayton.edu
- Attendees will receive a packet with a personalized agenda when students check-in at the event lobby either Sunday, July 10th between 1300-1700 or Monday, July 11th, between 0700-0830.