



## Registration just got easier!

We are pleased to announce a new, convenient, and user friendly registration process.

### Registering more than just yourself?

- **Print and review** the Forecast Breakfast Seating Plan to determine your preferred seating location prior to registering.
- Names of members and/or guests are required at time of registration. (**Note: If names are not provided, blank name badges will be mailed to the registering member for delegate's to manually print their names.**)
- Click "Register Now" and log-in to RealtorLink.
- **Review** Event Registration Disclaimer; **Accept** to proceed.
- The registering member's name and company information is displayed. Tickets will be charged directly to the registering member's CREB account.
- **Enter** number of tickets required in the General Admission box. (Tables are set for 8)
- The G.S.T. and Total will automatically be calculated for you.
- Click the continue button.
- **Confirm** spelling of registering member's name is correct.
- **Enter** names of members or guests you are registering.
- Name badges will be pre-printed as per the names listed. (Note if names are not provided, blank name badges will mailed to the registering member's office for delegate's to manually print their names.)
- **Confirm** that you and the delegates you are registering are seated together at the desired table(s).
- To accept the system assigned table(s) and seat(s) follow the Submit Order instructions below.
- Because the system automatically assigns the first available seat, some of your group may be split between tables.
- **Review** example for Table of 8.

Rhonda	Campbell	Table 32	Seat 6	System assigned seating
		Table 32	Seat 7	System assigned seating
		Table 32	Seat 8	System assigned seating
		Table 35	Seat 1	System assigned seating
		Table 35	Seat 2	System assigned seating
		Table 35	Seat 3	System assigned seating
		Table 35	Seat 4	System assigned seating
		Table 35	Seat 5	System assigned seating

To keep your group of 8 together, change each system assigned table and seat number to your desired table and seat number.

Rhonda	Campbell	Table 35	Seat 6	Change table and seating
		Table 35	Seat 7	Change table and seating
		Table 35	Seat 8	Change table and seating
		Table 35	Seat 1	System assigned seating
		Table 35	Seat 2	System assigned seating
		Table 35	Seat 3	System assigned seating
		Table 35	Seat 4	System assigned seating
		Table 35	Seat 5	System assigned seating

OR

Rhonda	Campbell	Table 38	Seat 1	Change table and seating
		Table 38	Seat 2	Change table and seating
		Table 38	Seat 3	Change table and seating
		Table 38	Seat 4	Change table and seating
		Table 38	Seat 5	Change table and seating
		Table 38	Seat 6	Change table and seating
		Table 38	Seat 7	Change table and seating
		Table 38	Seat 8	Change table and seating

- **Use** the drop down arrow buttons to choose the table and seat location desired for each member and/or guest.
- Table and/or seat number are unavailable if grayed out.
- **Review** your newly revised table(s) and seat(s) selection.
- **Submit Order** - click on the submit order button to reserve your ticket and seat location.
- Your order has now been processed.
- Total amount has been charged to your CREB account and will appear on your next statement.
- **Print** receipt for your records.
- Name Badges and parking passes will be mailed to the registering member's office in December 2008 for distribution.
- **Close window.**

**Please Note:** To prevent duplicate member registration, please notify the member(s) and/or guest(s) you have registered, that their Name Badge and parking pass will be mailed to you, the registering member in December 2008 for distribution.

**If you have any questions or concerns, please contact Rhonda Campbell at 403.781.1317 or [rhonda.campbell@creb.com](mailto:rhonda.campbell@creb.com).**