



# 2024 ONIZUKA DAY WORKSHOP SIGNUP INSTRUCTIONS

1. From the home page, click on green Register Here button on the upper right side of the screen.
2. Select Continue As Guest
3. Select the number of each type of participant that you want to register.
4. Click on the green Register Here button in the lower right.
5. Complete the Registration Contact information.
6. Click on the Update Information for each of the participants.
7. Insert the first and last name of the participant.
8. Click on the Select Classes button.
9. Under Available Classes you can now choose the workshops for this participant.
10. Scroll down to see all of the workshop choices. Note that the workshops are in sequence by the session number as shown on the right side of the Available Classes window.
11. To select a workshop, simply click on it. The selected workshop will now appear on the left under Classes.
12. To remove a workshop, click on the workshop on the left under Classes.  
  
NOTE: it is highly recommended that each person signs up for a maximum of 2 workshops. There will be many, many other booths, exhibits, and activities to choose from during the day other than the workshops.
13. When the desired workshop(s) are selected click on the Done button in the lower right corner. You may have to scroll down to see the Done button.
14. Repeat this same process for each participant by clicking on the Update Information button.
15. When you have entered the names and selected the workshops for each participant, click on the green Continue button on the right You will now see a summary screen.
16. Click on the green Check Out button in the lower right corner.  
  
NOTE: you must click on the green Check Out button to complete your registration. If you don't click on the green Check Out button, your registration will not be recorded.
17. You will now get a Registration Booked confirmation on the screen.
18. You will also receive an email confirmation. You can print your schedule from this email.
19. You can make changes to your registration by clicking on the Click Here To Access Registration Link in the email.