TO REGISTER FOR THE MCPA / MSA PROFESSIONAL DEVELOPMENT TRAINING SEMINAR

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Go to <u>www.marylandchiefs.org</u> Hover over the Annual Seminar tab with your curser and a dropdown will appear. Click on "**Register Now**"

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If you <u>are</u> a member of the Maryland Chiefs of Police Association enter your log-in (e-mail address) and your password and click on log-in. If you forgot your log-in or password you can click on the option to recover them.

If you <u>are **NOT**</u> a member of the Maryland Chiefs of Police Association and want to register for the Training Seminar, go to the "New Users" area and enter your e-mail address and click on "Register"

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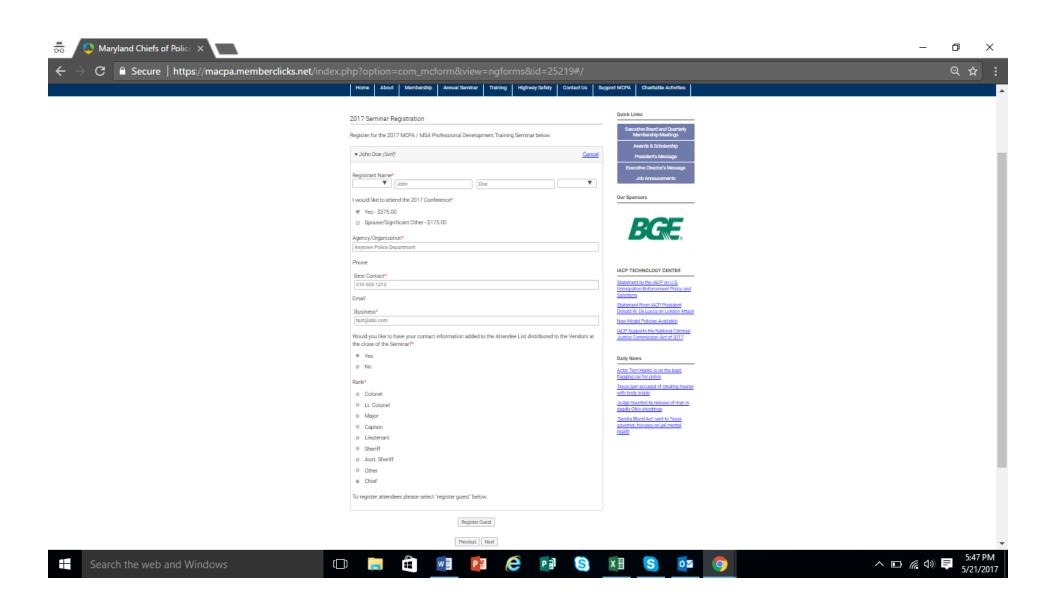
New users will be prompted to create a password (please write this down so you don't forget it!)

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If you are **not** a member and you **do not** want to join MCPA leave the "NONE" option in the Member Type dropdown and click next. If you want to join the Maryland Chiefs of Police Association (*and we hope you do!*) click on the appropriate member type and you will be prompted for membership information and your final invoice will include your membership dues.

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You will now be prompted to register yourself or register a guest. You can register multiple attendees at one time and you can have an administrative assistance complete these registration simply by signing in as a "New User." You can also go back in after you have registered through your agency and register a spouse or significant other attending with you separately so you don't have to use your agency credit card to pay for them.



Here you will fill out the appropriate information and when you are completed you can click on "Register Guest" to add another attendee or "Next" to continue with your single registration

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You will now see a summary screen with your registration details. Click "Next"

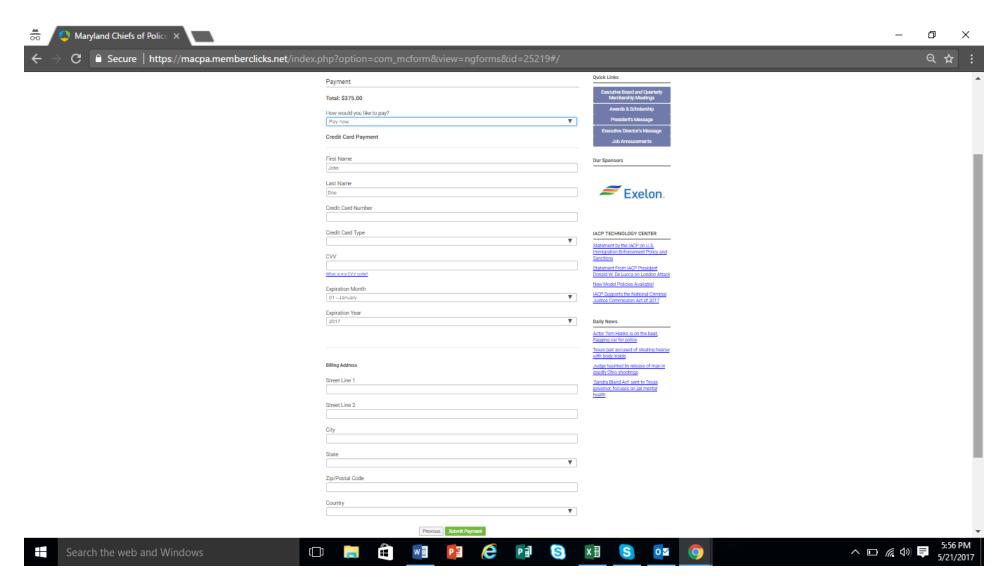
You are now at the payment page. You must select a payment method, "Pay Now" (with a credit card) or "Invoice me." We would prefer that the Pay Now option is selected but we do recognize that there are a few agencies that require an invoice and approval through their finance departments.

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If you select "Invoice Me" click "Pay Later" and you will be e-mailed an electronic invoice.

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If you select "Pay Now" you will see the screen below that will ask you for your credit card details.



With either option, you will receive an onscreen notification saying that you have successfully submitted your registration. You will be e-mailed either a paid invoice as a receipt or an invoice indicating that payment is due within 15 days.