

Instructions on how to create your own personalized schedule for the MATCP Conference

NOTE: YOU DO NOT HAVE TO PRE-REGISTER FOR WORKSHOPS!

This is simply an **OPTIONAL** for those interested in using it.

Step 1: Go to the [registration site](#) and click “Sign In”

Step 2: Type in the e-mail address that is associated with your registration.

Step 3: Type in your password that is associated with your registration.

NOTE: If you did not create a password please contact us at info@matcp.org to create one.

Step 4: Once you are logged in with your e-mail address and password you will come to a page that shows your personal information (i.e., registrant name, type, edit). **Under the ‘edit’ column, click on ‘Conference Agenda.’**

Step 5: You will be brought to a page that has a list of all the workshops offered at the MATCP Conference – sorted in order by sessions (Session I will be first). You can take your time and review all the workshops offered.

Each workshop will include the name, date, time, room location at the Amway, and details, which include the presenters of that workshop and a brief description.

For those workshops you want to add to your own personal agenda to make sure you do not miss – click the small box above the “date” of that workshop.

NOTE: We apologize in advance but the system will **NOT** allow you to choose two workshops during the same session due to their times overlapping. If there are two workshops within the same session you are interested in you will have to make a note of it.

Step 6: Once you have reviewed all the workshops and selected those workshops you would like to personally attend at the MATCP Conference **click the blue Continue button at the bottom of the page.**

Step 7: You will be brought to the ‘Check-Out’ page. **Click the blue Finish button at the bottom of the page.**

Step 8: You will be brought to a page that states, “Your registration is complete” in the middle of the page. This indicates that you have successfully chosen workshops to show up on your “my schedule” portion of the mobile app.

Step 9: ON YOUR MOBILE DEVICE [CLICK THIS LINK.](#)

Step 10: Log into the mobile dashboard using the same e-mail and password associated with your registration.

Step 11: Once logged in you will see a dashboard that includes: Schedule, Map, Profile, Find Nearby, Floor Map, and Update Registration. **Click Schedule.**

Step 12: You will be brought to a page that includes two choices: (1) **“My Schedule”** and (2) **“Event Schedule.”**

To view the specific workshops, you personally selected for the MATCP Conference – Click “My Schedule”

To view ALL the workshops offered at the MATCP Conference – Click “Event Schedule”

Note: While viewing the “Event Schedule” there will be green check-marks next to those workshops you have selected for your personal schedule.

If you want to change any of the workshops you have selected for your personal schedule you simply need to just log back into the registration website and change/add/remove workshop selections.