

How to Register for a Training Session

Successful training registration occurs in three steps:

1. Search
2. Register
3. Check Out

Search

Go to www.occrra.org and sign in to your profile. You must be signed in to search and register for trainings.

Click Find Training (located next to Edit/View Registry Profile).

You are now on the Search Trainings page. In the Title or Training ID box, enter a key word from the training title (not the entire training title), or the Training ID number (which will typically begin ST100...).

You may wish to adjust the date to search further out from the default date.

To search, click the green Search button.

Register

Click on the title of the training you are interested in. This will take you to the Event Description page. Read through the event description, and take note of the Event Owner and their contact information. You will refer to this should you have further questions regarding their training.

To register for the training, click the green Add To Cart+ button, located on the top right side of the page. (Should you wish to cancel your training registration, come back to this page and cancel your registration here if it is within 48 hours of the training session. If it is less than 48 hours, you must contact the Event Owner.)

Check Out

You are not registered until you complete the Check Out process.

Click on the small shopping cart on the top right side of the page (located to the left of your name).

Click View Cart.

You are now viewing the Shopping Cart page. Here you can either Remove the training from your cart, or Checkout. Follow the steps throughout the Checkout process until you have successfully completed the process.

*NOTE: You may not receive a confirmation email. To ensure you have completed the process:

- Click on Edit/View Registry Profile
- Click on **Training** (the fifth section down—Do not click on +Add Training)

If the registration was successful, you will see the training listed after you expand the **Training** section. ***Please follow up with the sponsoring training agency should you have further questions.***