1. Go to www.papdregistry.org and log in to your account.

2. Copy and paste the link to the webinar you are trying to access into your web browser:

   Infant Toddler Contract Slots – Programmatic Webinar

   Infant Toddler Contracted Slots – Systems/Fiscal Webinar

3. Check Register Myself or Register Staff on the bottom of the event.
4. Scroll to the bottom and accept the terms and condition and then click **Complete Registration**.

5. Once you are registered you will click on the **Enter Classroom** button that is displayed on the page.
6. Once in the classroom, you will click the **Start** button in the bottom right hand corner to launch the course.