



CALIFORNIA'S  
COALITION  
*for* ADEQUATE  
SCHOOL HOUSING<sup>SM</sup>

### How to Register for a Workshop or Conference on the C.A.S.H. Website

1. Go to [www.cashnet.org](http://www.cashnet.org).
2. Scroll over "News & Events."
3. Select "Meetings, Workshops, & Conferences."
4. Click on the event you want to register for.
5. Click "Online Registration Form."
6. Under "Number of Items," leave it at 1.
7. Under "Registration Price," use the pull-down menu to select Member or Non-Member and appropriate rate.
8. Under "Select City," select the workshop location you want to attend.
9. Enter the appropriate information in the "Entity," "Name," "Emergency Contact," and "Emergency Contact Phone."

**To register for both the AM and PM workshops, follow the instructions below. Otherwise, skip to step 11.**

10. NOTE: If you wish to register for another workshop session (morning or afternoon) on the same form, click "Continue Shopping" NOW. This brings you back to the main "Meetings and Conferences" page. Click on the link for the other session (AM or PM) you wish to attend. Click "Online Registration Form." Select the appropriate registration price and city using the drop-down menus, and enter your entity, name, emergency contact, and emergency contact phone number once again.
11. Hit "Add Item to Shopping Cart."
12. Review the information listed in "Shopping Cart." If incorrect or duplicate information appears in your shopping cart, use the "Remove" button to remove it. To re-enter information, use the "back" button on your Internet browser to return to the first registration screen and repeat the steps listed above.
13. If you need to add additional registrants, hit the "Continue Shopping" button and add their information in the "Entity," "Name," and "Emergency Contact" fields.
14. When you have completed your list of registrants, hit "Checkout."
15. Enter the first name, last name, phone, and email address of the primary contact associated with the registration.
16. Enter the contact's address, including country.
17. Hit "Continue Checkout."
18. At the next screen, enter the billing address (if it is different than the mailing address).
19. Use the pull-down menu under "Payment Type" to select one of the following options:
  - The credit card to be used for payment (C.A.S.H. accepts VISA, MasterCard, or American Express).
  - "Purchase Order"
  - "Please bill me."
20. When you have completed your payment information, hit "Continue Checkout."
21. The next screen contains a summary of your information. If it is correct, hit "Complete Checkout." To edit your information, use the "back" button on your Internet browser to return to the appropriate screen.