

Instructions for Using UCTM Website

TO CREATE A USER ACCOUNT

- 1. Go to http://utahctm.org
- 2. On the right-hand side of the page (in the blue section), click on "Create an account".
- 3. Provide the requested information.
- 4. **Anti-spamming protection**. Type the answer to the math problem.
- 5. Click "Register".
- 6. An activation link will be sent to the email address you provided. Click on the link in this email to complete the creation of your account.
- 7. DONE! You now have a user account.

TO REGISTER FOR THE CONFERENCE (Do NOT use Internet Explorer)

- 1. Log in to utahctm.org using the blue My UCTM log in section on the right. (If you do not have a log in, first create an account. Then return to step 1 of Conference Registration.)
- 2. Under the "Conferences" drop down menu above the white section, click on "Registration".
- 3. Click on "Fall Conference 2011"
- 4. **Dinner**. We assume you will be joining us for dinner on Friday night. If you will not be eating dinner with us, change this to "No" by clicking on the drop down.
- 5. **Registration Type**. Select your registration type (default is "General")
- 6. **Payment Method**. Credit Card (if a third-party is paying for your registration, skip to step 7: Purchase Order)
 - a. Select "Credit Card (PayPal)".
 - b. Click "Register".
 - c. On the next screen click "Proceed".
 - d. You will be taken to the PayPal website to give your payment information. There is no need to log in with a PayPal account.
 - e. DONE! You are registered for the conference.

7. **Payment Method**. Purchase Order

- a. If a third-party (district or school) is paying for your registration, select "Purchase Order".
- b. Click "Register".
- c. On the next screen click "Proceed to Purchase Order Form".
- d. You will be taken to the Purchase Order Form to give the contact information for the person/organization responsible for your payment (i.e., district/school/agency, contact name, contact address).
- e. Click "Submit" when finished filling in this information.
- f. DONE! You are registered for the conference.

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TO SUBMIT A SPEAKER PROPOSAL

- 1. Log in to utahctm.org using the blue My UCTM log in section on the right. (If you do not have a log in, first create an account. Then return to step 1 of Speaker Proposal.)
- 2. Under the "Conferences" drop down menu above the white section, click on "Speaker Proposal Form".
- 3. Provide the requested information for your "Presentation Details".
- 4. Provide your contact information as the "Lead Presenter".
- 5. If applicable, provide the contact information for your "Co-Presenter".
- 6. Click "Submit".
- 7. DONE! You have submitted a speaker proposal for the Fall Conference.

TO SUBMIT AN AWARD NOMINATION

- 1. Log in to utahetm.org using the blue My UCTM log in section on the right. (If you do not have a log in, first create an account. Then return to step 1 of Award Nomination.)
- 2. Under the "Conferences" drop down menu above the white section, click on "Award Nomination Form".
- 3. Provide the requested information for the person you are nominating as the "Nominee Information".
- 4. Provide your contact information as the "Nominator Information".
- 5. Click "Submit".
- 6. DONE! You have submitted an award nomination.