

Subject: NewsFlash



Online Registration

As the online workshop registration begins October 1, the following are typical questions about the online registration process.

Question: How do members register for a workshop?

Answer: The member will be required to complete the SERS online registration (application) and submitting it properly.

Question: What registration information is shown on the SERS website for workshop selection?

Answer: Our website will allow the member to search and select by workshop type, by date, by month, by location, etc.

Question: Is the member still required to get immediate supervisor approval to register for a workshop?

Answer: Workshop registration requires the member to receive prior approval from their immediate supervisor before attending a workshop and completing the form to reflect their approval.

Question: How is the RC notified of the member's registration?

Answer: After the member completes the registration form, the RC will receive an email requesting their approval.

Question: When the “registration approval” email is received by the RC, is it important they approve the registration promptly?

Answer: Registration remains in “pending” status until it’s approved by the RC.

Question: After the member is notified of the “approved registration” are there additional notifications the member receives?

Answer: The member will receive several email reminders along with an agenda. After the member attends the workshop, the member will also receive a survey form and certification by email.

Question: How will correspondence between all parties involved be handled?

Answer: All communication is done by email.