

Using Forces4Quality.org Event Registration - Quick Guide

Logging in & Registering for Events

Note: these instructions are only for in-person events that require advanced registration

1. Visit www.forces4quality.org
2. Click the “Register/Login” link.
3. The login form will be displayed. Enter your username (usually your email address) and your password and click the LOG IN button. This is the same user name and password that you used on the old site. If you do not remember your password, you can select “Request New Password” to quickly re-set it.
4. The myForces Home page will be displayed. This is your personal dashboard for the site. In the Events section, there is a list of events to which you have been invited. Select the “Register Now” link beneath the event you would like to attend. Alternatively, select the “Events” link on the left of your dashboard.
 - a. The events page is displayed. The events you to which you have been invited are listed on the right, under “Events Awaiting Action”.
 - b. Select the “Register Now” link under the event you would like to attend.
5. The registration form is displayed.
6. Complete the form provided and select submit.
7. The event should now display under the Registered Events section.

