

INSTRUCTIONS FOR SSAS-75 REGISTRATION

1. CLICK **“Register Online”** on the top of the <http://education.alcoholstudies.rutgers.edu/ssas> page.
2. Review information and scroll to the bottom of the page. CLICK **Register/Sign In Now**.
3. Sign in or sign up to continue.
 - a. **SIGN IN:** If you have previously attended a Rutgers continuing education event, you already have an account. Please complete the information under **“Already have an account?”** and CLICK **Login**. *If you do not remember your username or your password, CLICK on [Forgot Username?](#) Or [Forgot Password?](#) to retrieve this information.*
 - b. **SIGN UP:** If you have never attended a Rutgers continuing education event, you will need to create a new account.
 - i. CLICK **Create Account** on the bottom of the page under **“New Registrant”**.
 - ii. Complete all fill-in areas that have a red asterisk (*) next to them.
 - iii. CLICK **Submit**.
4. To return to the Summer School of Addiction Studies description page.
 - a. CLICK **Conferences** on the left menu.
 - b. Scroll down to Summer School of Addiction Studies (events listed alphabetically) and CLICK.
5. Scroll to the bottom of the screen. You will see: **Optional: Select as desired from the following optional fee(s)**. Select the events at SSAS-75 you would like to attend:

\$15 - Dinner and Movie with Dr. Anthony Tobia.

This is for an optional evening event (i.e., not included in the price of SSAS-75) to be held on Tuesday, July 18, 2017. This interactive learning experience draws on popular culture to explore the complexity of mental disorders that commonly co-occur with substance use disorders. Watch a feature-length movie and engage in a live Twitter feed for commentary and Q&A with a psychiatrist. This event offers 2 CE credits.

\$75 – Focus Day 17 ONLY

Our 1-day Focus Day event will be held on Sunday, July 16th from 8am - 5pm and will address the current state of addiction treatment. The day will be filled with speakers discussing addiction treatment from clinical, public policy, and scientific perspectives, such as **CARLO DICLEMENTE**, co-creator of the “Stages of Change” transtheoretical model of health, wellness, and recovery. Registration includes a light breakfast and lunch. Focus Day will offer ~5 CE credits.

\$575 – SSAS-75

Registration for Summer School of Addiction Studies – 75th anniversary includes Focus Day programming plus 3 days of courses, lectures, and other CE events. Registration includes a light breakfast and lunch on each day plus a networking picnic dinner on Monday July 17th. SSAS-75 will offer ~30 CE credits.

6. CLICK **Add to Cart** on the bottom of the page. This will bring you to **YOUR CART**. If it does not, CLICK “Cart” on the top right corner of the screen.

For FOCUS DAY ONLY Registration

- A. CLICK **Register for Workshops** in the middle of the table.
- B. Check the box to the left of FOCUS DAY ONLY.
- C. CLICK **Add Workshops**.
- D. *You must pay for Focus Day at the time of registration (\$75)!*
- E. CLICK **Checkout** on the bottom of the page (middle button).
- F. Continue Below, Step 7.

For SSAS-75 Registration

- A. CLICK **Register for Workshops** in the middle of the table.
- B. Select your FIRST CHOICE courses for the morning (9am) AND afternoon (1:15pm) sessions. *Note: you will be able to add Second Choices on the next "Required Information" page.*
- C. CLICK **Add Workshops**.
- D. In the Sub-Total box, enter the amount you'd like to pay now. **Minimum of \$150 due at registration.**
- E. CLICK **Recalculate**.
- F. Red text will appear showing the amount that will be billed later. **Remaining payment is due by May 1st to receive the Early Registration rate. After this date, a penalty of \$175 will be added to your bill.**
- G. CLICK **Checkout** on the bottom of the page (middle button).
- H. Continue Below, Step 7.

7. To complete registration, complete the REQUIRED INFORMATION page.

HELPFUL HINTS:

- All items on this page must be completed! Enter **NA** (not applicable) rather than leave any box empty.
- **Applicant Type:**
 - If you plan to apply for a DMHAS career ladder scholarship, select Scholarship. For information on eligibility, see <http://education.alcoholstudies.rutgers.edu/ssas>. Also see the last question on this page which asks if you would still like to attend in the event that you do not receive a scholarship.
 - If you are registering for Focus Day only, please select Focus Day only.
- **Session Choice** allows you to select an alternative choice for the morning and afternoon session, in case your first session is full. Please be sure that you do not select the same course for your first and second choices. You will **will** receive a confirmation email within 10 days listing your first and second choices for the morning and afternoon sessions. Courses will fill on a first-come, first-served basis.

8. CLICK **Next**.

9. CLICK the "I have read and accepted the terms of and conditions of the Refund Policy" box after reviewing our refund policy.

10. CLICK **Place Order**.

11. Complete registration by following instructions to pay.

*** NOTE: TO RECEIVE EARLY REGISTRATION RATES, FULL PAYMENT IS DUE BY MAY 1, 2017.**