# How to Register for the JMIC Online Training Course

1. You must be a registered user. (If you are a web user and know your username and password, skip to step #6. If you are a web user and DON'T know your username and password, go to step #5)

2. Go to http://ct.thecmp.org/app/v1/index.php

3. Go to the register tab at the top and select REGISTER NOW

4. Enter your competitor number ( # ) or choose new competitor if you do NOT have one.

5. If you are a web user... Log in with your user name and enter password (I can NOT see what it is) or select "forgot password to reset.

6. After you are in the system, you will see your dashboard go to the COMPETITIONS box at the top and go to "Search for a Competition"

7. Enter JMIC in the Match Title box and hit submit.

8. Go to "2020 JMIC Online Course"

9. In the "Match Info" go down to "Online Listing" and click on "Individual Registration Link"

10. Fill in the information and click "Continue to Next Page"

11. You will receive an email confirming your registration.

Once I see that you are registered, I will upload your information into Smartsite and you will get another email containing the link the view the video and take the exam.

The email will also contain the user name and password that you will need to log in.

**\*\*\* Please note that your registration is uploaded MANUALLY so the email containing the INVITATION to join EXPANDSHARE will not be automatic.**