

## How to Register for the JMIC Online Training Course

1. You must be a registered user (have a CMP Competitor number, Username and Password). If you are a web user and know your username and password, skip to step #6.
2. Go to <https://ct.thecmp.org/app/v1/index.php?do=login>
3. Go to the register tab at the top and select REGISTER NOW
4. Choose “I don’t have a competitor number, or I can’t remember it” and follow the prompts and fill in all requested information.
5. After you are in the system, you will see your dashboard scroll down to MATCHES OPEN FOR REGISTRATION and then scroll down to find the JMIC Online Course for the current year.
6. In the “Match Info” go down to and click on “Individual Registration” and then click on “Register yourself for (Current Year) JMIC Online Course”
7. Fill in the information and click “REGISTER”
8. You will receive an email confirming your registration.

Once I see that you are registered, I will upload your information into ExpandShare and then get another email from ExpandShare (Welcome to ExpandShare...). Click on the JOIN NOW in the email, that will take you to ExpandShare.

Please note that ExpandShare and CMP Website are not linked in any way.

You will need to verify your email address and create a password for ExpandShare.

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