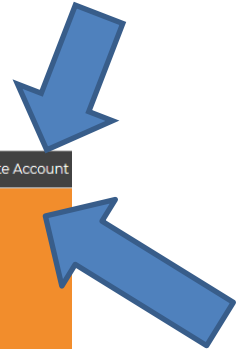


# 2018 William F. Slagle Dental Meeting Step-by-Step Instructions to Create Account and Register

1. Access website - [https://reg.abcsignup.com/view/view\\_month.aspx?as=31&wp=342&aid=UTCOD](https://reg.abcsignup.com/view/view_month.aspx?as=31&wp=342&aid=UTCOD)
2. Click "Create Account" First. (Right hand corner-at the top) Do **NOT** click Register Now.  
**Click "Create Account" First**



COLLEGE of DENTISTRY

Listing of Events | Login | Create Account

**FYI: Everyday at 2:30 p.m. - 3:30 p.m. (CST) the payment website is down for scheduled maintenance. Please do not register during this time- payments will not process.**

First Time Registrant! Please follow the directions below!

**For Office Managers & Dentists Registering Staff:**

1. You must create an account first before registering any staff member. Click on "Create Account" at the top right corner.
2. Please complete the required fields to create an account. Please make note of the email address and password created. You must have this information to register your staff members.
3. Once you create an account, you can add others/your staff to your account and begin to register them for any available courses.
4. To add others once you create an account, click on "My Account". You will then click on "Add Another Person to Your Account" You will have to enter the field requirements for each person.

We only accept credit cards!

**For Individuals Registering Themselves:**

1. You must create an account to register.
2. Search the course listings and select "Register Now" for the course you would like to take.
3. After you click "Register Now", you will then be taken to the event page to view course title, course fees, instructor information, location and other course details.
4. Under the heading "Register", click "Register Now-Individual Registration"
  1. *If you are not trying to take this course, but want to register someone from your staff as the Office Manager or Dentist, please follow the instructions above for Office Managers and Dentists registering their valuable staff!*
5. Once you click "Register Now-Individual Registration" You will taken to the registration page. Click on "Create a New Account"
6. Please complete the required fields to create an account. Please make note of the email address and password created.
7. Once you complete the required fields, you will be registered for the course and follow the steps to checkout and complete your transaction.
8. A confirmation email will be sent to the email address you used to create your account.

We only accept credit cards!

Click here to open the Office of Continuing Dental Education Refund Policy

**FYI: Everyday at 2:30 p.m. - 3:30 p.m. (CST) the payment website is down for scheduled maintenance. Please do not register during this time- payments will not process.**

Month	Date	Upcoming Event
March	3/2/2018 7:00 AM - 3/4/2018 12:00 PM	<b>The William F. Slagle Dental Meeting 2018</b> The William F. Slagle Dental Meeting is one of The University of Tennessee College of Dentistry's greatest traditions. The mission of the Slagle Dental Meeting is to advance the delivery of quality care by providing the dental team with a premier education opportunity. In accordance with this mission, the William F. Slagle Dental Meeting is committed to offering extensive continuing dental education courses, commercial exhibits, and additional education programs advancing the growth and development of the dental profession. The William F. Slagle Dental Meeting is sponsored by the University of Tennessee Health Science Center, College of Dentistry Alumni Association. All profits from the William F. Slagle Dental Meeting are used to support dental education programs at the University of Tennessee. Thank you for your support! <a href="#">Register Now</a>

### 3. Complete the Required Fields & Click "Save Changes and Create Account"

#### Password Requirements

Password must be at least eight characters/numbers  
Password may not contain the word 'Password'.  
Password may not be the same as the Login ID.  
Quotations cannot be used in your password.  
Password must contain at least 1 letter and 1 number.

\* First Name

\* Last Name

\* Email Address

Password (see password guidelines above)

\* Re-type Password

\* Phone Number

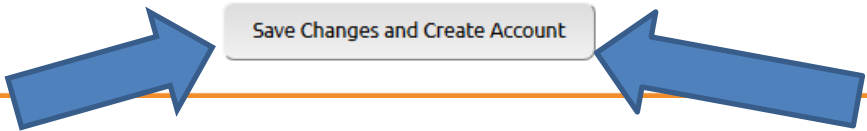
\* Address

\* City

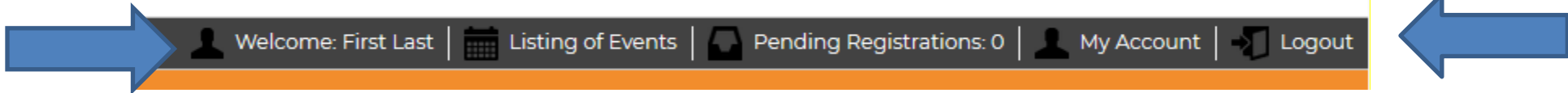
\* State

\* Zip Code

Save Changes and Create Account



4. You have now created an account. You should now see your name at the top left-hand corner.



5. You can now click, "Register Now"

**FYI: Everyday at 2:30 p.m. - 3:30 p.m. (CST) the payment website is down for scheduled maintenance. Please do not register during this time- payments will not process.**

First Time Registrant! Please follow the directions below!

**For Office Managers & Dentists Registering Staff:**

1. You must create an account first before registering any staff member. Click on "Create Account" at the top right corner.
2. Please complete the required fields to create an account. Please make note of the email address and password created. You must have this information to register your staff members.
3. Once you create an account, you can add others/your staff to your account and begin to register them for any available courses.
4. To add others once you create an account, click on "My Account". You will then click on "Add Another Person to Your Account" You will have to enter the field requirements for each person.

We only accept credit cards!

**For Individuals Registering Themselves:**

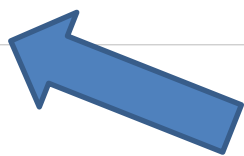
1. You must create an account to register.
2. Search the course listings and select "Register Now" for the course you would like to take.
3. After you click "Register Now", you will then be taken to the event page to view course title, course fees, instructor information, location and other course details.
4. Under the heading "Register", click "Register Now-Individual Registration"
  1. *If you are not trying to take this course, but want to register someone from your staff as the Office Manager or Dentist, please follow the instructions above for Office Managers and Dentists registering their valuable staff!*
5. Once you click "Register Now-Individual Registration" You will taken to the registration page. Click on "Create a New Account"
6. Please complete the required fields to create an account. Please make note of the email address and password created.
7. Once you complete the required fields, you will be registered for the course and follow the steps to checkout and complete your transaction.
8. A confirmation email will be sent to the email address you used to create your account.

We only accept credit cards!

[Click here to open the Office of Continuing Dental Education Refund Policy](#)

**FYI: Everyday at 2:30 p.m. - 3:30 p.m. (CST) the payment website is down for scheduled maintenance. Please do not register during this time- payments will not process.**

Month	Date	Upcoming Event
March	3/2/2018 7:00 AM - 3/4/2018 12:00 PM	<b>The William F. Slagle Dental Meeting 2018</b> The William F. Slagle Dental Meeting is one of The University of Tennessee College of Dentistry's greatest traditions. The mission of the Slagle Dental Meeting is to advance the delivery of quality care by providing the dental team with a premier education opportunity. In accordance with this mission, the William F. Slagle Dental Meeting is committed to offering extensive continuing dental education courses, commercial exhibits, and additional education programs advancing the growth and development of the dental profession. The William F. Slagle Dental Meeting is sponsored by the University of Tennessee Health Science Center, College of Dentistry Alumni Association. All profits from the William F. Slagle Dental Meeting are used to support dental education programs at the University of Tennessee. Thank you for your support! <a href="#">Register Now</a>



6. Click “**Register Now- Individual Registration**”



Welcome: First Last

# THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER COLLEGE of DENTISTRY

## The William F. Slagle Dental Meeting 2018

Friday, March 2, 2018

### Register

Registration open through 2/11/2018 10:59 PM Central Time (US & Canada)

**Register Now - Individual Registration**

### Details

The William F. Slagle Dental Meeting is one of The University of Tennessee College of Dentistry's greatest traditions.

The mission of the Slagle Dental Meeting is to advance the delivery of quality care by providing the dental team with a premier education opportunity. In accordance with this mission, the William F. Slagle Dental Meeting is committed to offering extensive continuing dental education courses, commercial exhibits, and additional education programs advancing the growth and development of the dental profession.

The William F. Slagle Dental Meeting is sponsored by the University of Tennessee Health Science Center, College of Dentistry Alumni Association. All profits from the William F. Slagle Dental Meeting are used to support dental education programs at the University of Tennessee. Thank you for your support!

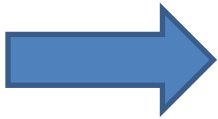
### Location

Hilton- East Memphis  
939 Ridgelake Boulevard  
Memphis, TN 38120

[Click here for directions](#)



7. Click: **Register**: Your name should appear as the person registering for the meeting



Options	Name	Status
<a href="#">Register</a>	First Last	Eligible

[Click Here to Add Another Registrant to Your Account](#)

(If you want to add another registrant (staff) to your account, you can do so here!  
Just click “Add Another Registrant to Your Account” If you click this, YOU will be the account manager, and YOU will have to pay for everyone you add to YOUR account and register for the meeting. When you add another registrant to your account- they must have their OWN-email address and password.  
They CAN NOT have the same email address as YOU!)

**If you are registering yourself, move on to Step 8**

8. You are now at the main registration page: Enter all the required contact information, course selections per day, meal selections per day, emergency contact and all other information to complete your registration. **Once completed click "Submit Registration"**. You must have all fields completed correctly to submit registration and checkout.

**Basic Information**

---

\*First Name: First  
 \*Last Name: Last  
 \*Phone Number: 9019119111 xxx-xxx-xxxx  
 \*Email Address/Login ID: emailAddress@123.com  
 \*Retype Email Address/Login ID: emailAddress@123.com  
 \*Address: 123 Signup Street  
 \*City: Signup City  
 \*State/Province/Region: ZZ  
 \*Zip/Postal Code: 12345  
 \*Last 4 digits of SSN:  
 \*Title:  
 \*TN License / Registration Number (From other state-Use 2 letter state abbreviation, followed by registration number):  
 \*Degrees / Credentials (Check All that Apply):  
 DDS  
 DMD  
 PhD  
 EdD  
 MDS  
 MS  
 MEd  
 MBA  
 BSDH  
 RDH  
 RDA  
 RDT  
 Other  
 Please Select Your Registrant Category for Registration Fees Per Person:

**Course Selection**

---

\*Are you attending an All Day Friday course or selecting a morning and an afternoon course?  
 Attending One All Day Friday Course  
 Selecting a Morning and an Afternoon Course  
 Not Attending on Friday

**Saturday Courses**

---

\*Are you attending an All Day Saturday course or selecting a morning and an afternoon course?  
 Attending One All Day Saturday Course  
 Selecting a Morning and an Afternoon Course

9. You will now see a summary of the courses you have selected and your balance due.

Options	Name	Events	Status	Balance
	First Last	3/2/2018 - '35 Endodontic Tips from 35 Years of Practice: Part 1 & Part 2 at The William F. Slagle Dental Meeting 2018 (101AMPM)	Pending - Confirmed	\$0.00
	First Last	3/3/2018 - 'Hurts So Good: Management of Acute Dental Pain and Appropriate Prescribing Practices (Morning Session), Top of the Heap: Frequently Prescribed Medications and Clinical Dental Considerations (Afterno (109AMPM)	Pending - Confirmed	\$0.00
	First Last	3/4/2018 - 'Substance Use Disorder and Prescription Writing at The William F. Slagle Dental Meeting 2018 (124)	Pending - Confirmed	\$0.00
	First Last	3/2/2018 - 'Ten Things You Always Wanted to Know About HIPPA but Were Afraid to Ask at The William F. Slagle Dental Meeting 2018 (128PM)	Pending - Confirmed	\$0.00
	First Last	3/2/2018 - 'Where Is The Profit In My Practice? at The William F. Slagle Dental Meeting 2018 (127AM)	Pending - Confirmed	\$0.00
<input type="button" value="Edit"/> <input type="button" value="Cancel"/>	First Last	3/2/2018 - The William F. Slagle Dental Meeting 2018	Pending - Confirmed	\$529.00

**Balance Due: \$529.00**

**Click: "Click Here to Checkout Now" or you can click "Edit" if you need to make changes.**

- 10. After you click: **“Click Here to Checkout Now”**
- 11. Click: **“Click to Pay with Credit Card”**

Name	Event
First Last	3/2/2018 - '35 Endodontic Tips from (101AMP)
First Last	3/3/2018 - 'Hurts So Good: Manage Top of the Heap: Frequently Prescrib
First Last	3/4/2018 - 'Substance Use Disorder
First Last	3/2/2018 - 'Ten Things You Always \ Meeting 2018 (128PM)
First Last	3/2/2018 - 'Where Is The Profit In M
First Last	3/2/2018 - The William F. Slagle De

Pay with Credit Card



Click To Pay With Credit Card



You will now be directed to the payment page



12. Enter the required payment information. Use only VISA AND MASTERCARD. Yes, you will see other card logos, but trust us- use VISA or MASTERCARD
13. Make sure everything is correct before you click “Continue” to complete your transaction. It is important that you make sure all information is correct. The system will not process any payments if the address is wrong, zip code, name on the card and other required information.
14. After you complete your registration LOG OUT.
15. In 10-20 minutes, you will receive emails from [bporter@uthsc.edu](mailto:bporter@uthsc.edu) letting you know that your financial transaction was completed successfully and an email from [abcsignup@abcsignup.com](mailto:abcsignup@abcsignup.com) with your confirmation email for the meeting.

For questions or concerns, call the Continuing Dental Education Office at 901-448-5386