

# How to Register and Log In for an Event with 123Signup



1. Locate event on the NYSSSWA website's "Calendar of Events"
  - a. Click event link to access Registration.
2. Log in on-line with 123SignUp.
  - a. To Log In
    - i. Enter your email address

1. **If you are not able to log in**, try a different email address. Locating your records is based on your email address.
    - ii. Enter password
      1. (If you do not remember or do not have a password, use the "Forgot Password" link to generate a random password to your email.
      2. If you copy and paste this password, **please make sure there are no extra spaces** (leading or trailing) during input.)
      3. Once logged in you can edit profile information as preferred. (including password)
  3. When you click "Register", your profile information and Event Fees will appear based on your NYSSSWA Membership Status.
  4. If you have difficulties, contact [support@123signup.com](mailto:support@123signup.com)