

# How to Register as a New myQuickReg User

1. Navigate in your web browser to a *myQuickReg* event homepage or visit the *myQuickReg* login landing page ([widpi.myquickreg.com/register/](http://widpi.myquickreg.com/register/)).
2. On the event homepage, “Click here to register for this event as a new user” or click the “Register” link in the upper right corner of the webpage. OR if you are already on the login page, click the “Not registered? Register here” link.

## Sample Event Homepage

The screenshot shows the event homepage for "Teaming Up to Increase Participation Workshop". At the top right, there are navigation links: "Register" (circled in orange), "Login", and "All Events". The main content area includes a "Back" link, a registration instruction box with a dashed border, and event details. The instruction box contains the text: "In order to register for this event, you must first be a registered user. Click here to login if you are already a registered user. Click here to register for this event as a new user." An orange arrow points to the "Click here to register for this event as a new user" link. The event details include: Agency: Wisconsin Department of Public Instruction; Agency Contact: Alicia Dill; Agency Assistant: Laura Paella 6082679228; Location: Chula Vista Resort, 1000 Chula Vista Parkway, Wisconsin Dells, WI 53965; Facility: Chula Vista Resort - Grand Ballroom; Date/Time: 6/19/2019 08:00 AM - 03:00 PM. A paragraph at the bottom describes the workshop.

OR myQuickReg login landing page.

The screenshot shows the myQuickReg login page. At the top right, there are navigation links: "Register" (circled in orange), "Login", and "All Events". The main content area is titled "myQuickReg® Login" and contains the text: "Please enter your email and password to continue." Below this are input fields for "Email" and "Password", a "Remember my email" checkbox, a "Login" button, a "Forgot my password" link, and a "Not registered? Register here" link. An orange arrow points to the "Not registered? Register here" link.

3. Enter your first and last name. You may enter a preferred badge name.

The screenshot shows the myQuickReg New User Registration page. At the top right, there are navigation links: "Register", "Login", and "All Events". The main content area is titled "New User Registration" and contains three input fields: "First Name:", "Last Name:", and "Preferred Badge First Name:". Each field has a red asterisk next to its label.

- Select “Agency/Organization/School District” under the *Work Information* subheading. In order for your profile to be correctly linked with your school, it is important **not** to register as an Individual/Parent. Using the drop-down box, select your school/district.

Work Information

\* Organization Type:  Agency/Organization/School District

\* - Select the Organization -

My Organization is not listed above. I want to enter my Organization.

Individual/Parent/Other

- If your school/district is not listed in the drop down box, check the box labeled “My Organization is not listed above.” Once checked, you will be able to enter your district information.

If you are entering a private school as a new organization, **please include your school’s full, legal name and include the school’s city in parentheses.** This is very important due to the number of private schools with similar names. For example, St. John School in Waunakee is different from St. John School in Menasha. It is important to link your account to the correct school or district.

Work Information

\* Organization Type:  Agency/Organization/School District

\* - Select the Organization -

My Organization is not listed above. I want to enter my Organization.

\* Organization Name: St. John School (Waunakee)

\* Address Line 1: 114 East Third Street

Address Line 2:

\* City: Waunakee

\* State/Country: For United States and Canada:  
WI - US

For Other Countries:  
State:  
Country:

\* Zip: 53597

- Complete the remaining required fields under *Work Information*: email, password, position/title, and phone number. Also, indicate if you require any special accommodations.

Please make note of your myQuickreg password. To register for future events, you will be required to enter your email address and password.

\* Email:  \* This will be your login ID

\* Confirm Email:

\* Password:  (must be at least 6 characters long)

\* Confirm Password:

\* Position / Title:

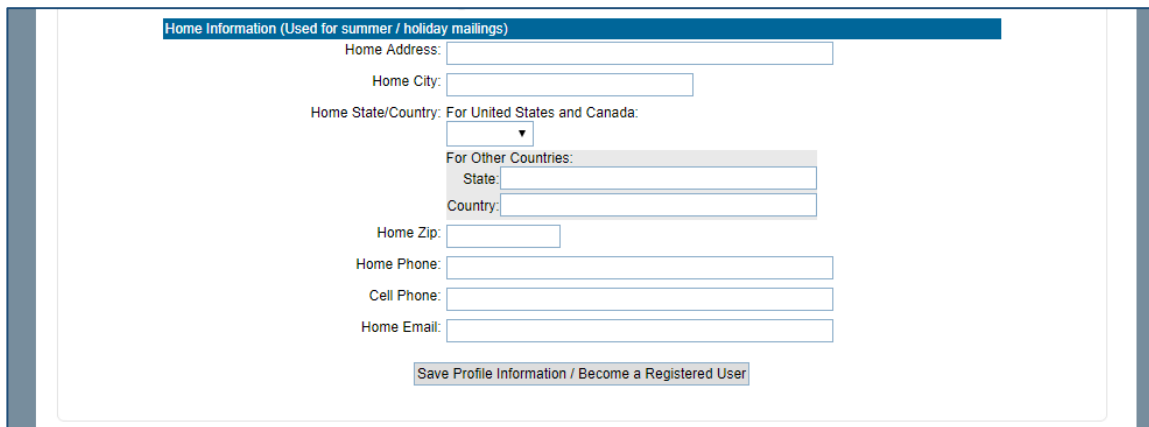
\* Phone Number:

Ext.

Fax Number:

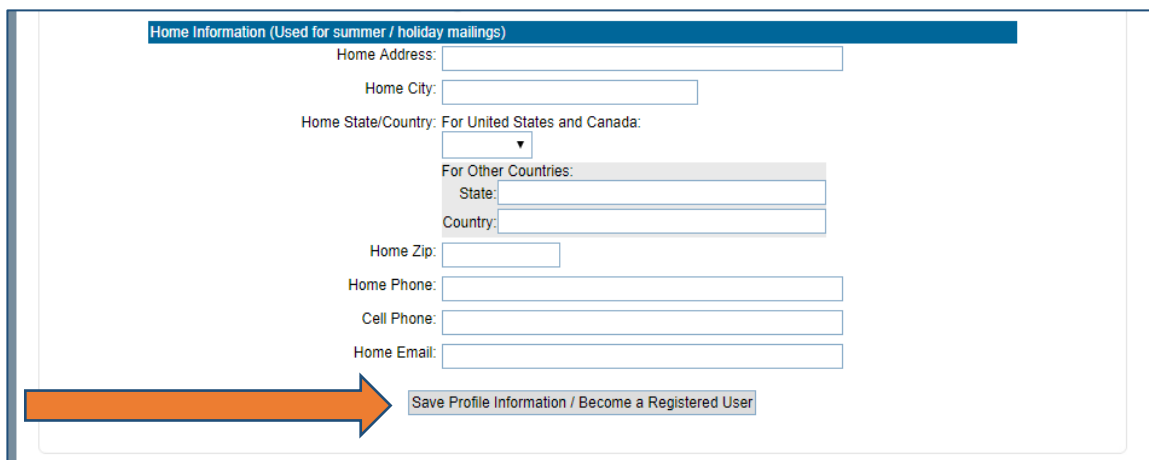
\* Do you Require Special Accommodations?  Yes  No

7. You may elect to complete the *Home Information* section of the registration form. This is useful if you typically register for trainings hosted during the summer (e.g., School Nutrition Skills Development Courses).



The screenshot shows a registration form titled "Home Information (Used for summer / holiday mailings)". The form contains the following fields: Home Address, Home City, Home State/Country (with a dropdown menu for "For United States and Canada" and a section for "For Other Countries" with State and Country fields), Home Zip, Home Phone, Cell Phone, and Home Email. At the bottom of the form is a button labeled "Save Profile Information / Become a Registered User".

8. Click the "Save Profile Information/Become a Registered User" button at the bottom of the page.



This screenshot is identical to the one above, but it features a large orange arrow pointing from the left side of the form towards the "Save Profile Information / Become a Registered User" button at the bottom.

Now that you have created your account, you will be able to register for all *myQuickReg* events.

### Registering a Group

If you plan to register on behalf of multiple staff in your school/district for events and make a payment on one credit card, please email [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov) to request *myQuickReg* Agency Administrator access.



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