



We have added a new login feature that allows you to create a username and password. Your information will then be saved to expedite future registrations. Once you are registered as a user, you can simply login, choose your event, who you would like to attend, and how you would like to pay. Even if you are not ready to register for an event at this time, we encourage you to create your account now.

Please follow these simple steps to register as a user.

1. Visit [www.hcet.org](http://www.hcet.org).
2. Click **Create Account** at the top right of website.
3. Complete all fields, and then click Register.
4. You will receive an e-mail with your username, password, verification code, and a link to verify registration. If you have not received the verification e-mail within *15 minutes from administrator@hcet.org*, please check your deleted items, spam, or junk mail folder before calling Emily Hearon at 317.247.9008.
5. Click the link in the e-mail, and enter your password.

To enroll in an event, you will need to login, and then follow these simple steps.

1. Once you are logged into the site, click on **Training Calendar**.
2. Locate and click on the event for which you would like to register.
3. Once you have opened that event, click on **Enroll for this Event** located at the top of the page under **Event Detail**.
4. Say **Ok** to “Are you sure you want to enroll?”
5. Type the name of the person you want to sign up, and select the fee amount.
6. Then click **Add** found to the right of the **Fee Description** box.
7. If you are registering for multiple users, repeat steps 5 and 6.
8. Choose your **Payment Method**. If the **Fee Description** you choose is free, click the PO option and type the word “Free” in the PO box.
9. Then click **Purchase** located directly below the **Payment Method** section.
10. If you have successfully enrolled, you will receive one of the following messages: “You are enrolled and approved for this event!” or “You are enrolled but not yet approved for this event”. Everyone will receive an email within one to two **business** days to verify your enrollment.

If you have any questions, please feel free to contact us at [info@hcet.org](mailto:info@hcet.org).