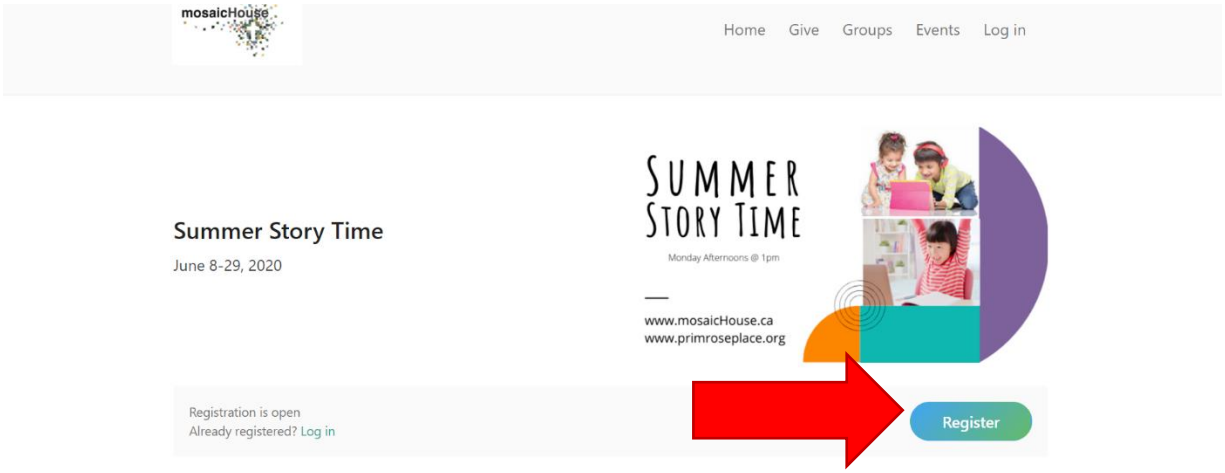
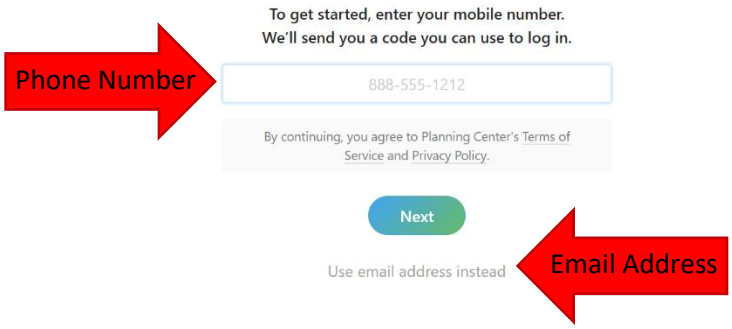
mosaicHouse Event Registration Tutorial

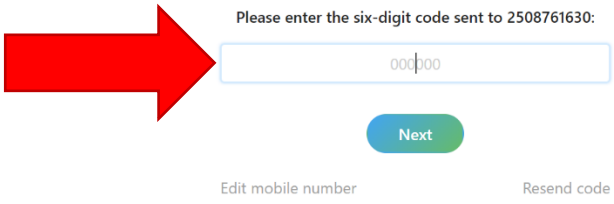
1. Open the link that was provided to you for the event
2. Click Register



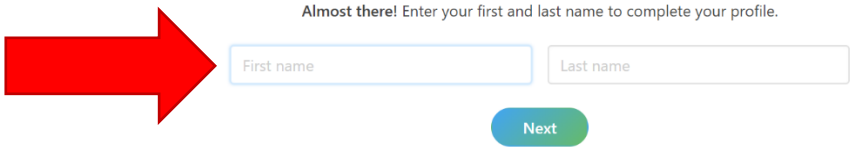
3. Enter your phone number in the box, or click "*use email address instead*" if you'd rather use email. A code will be sent to the phone number or email you provide to verify your account.



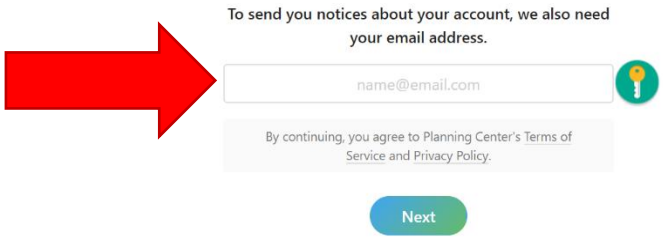
4. Enter the code that was sent to your phone or email.



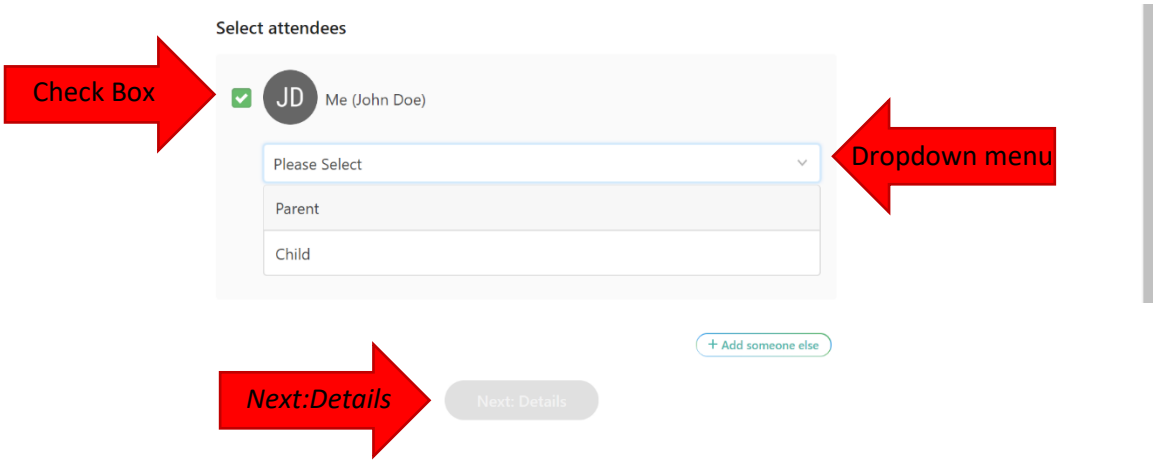
5. Fill in your first and last name.



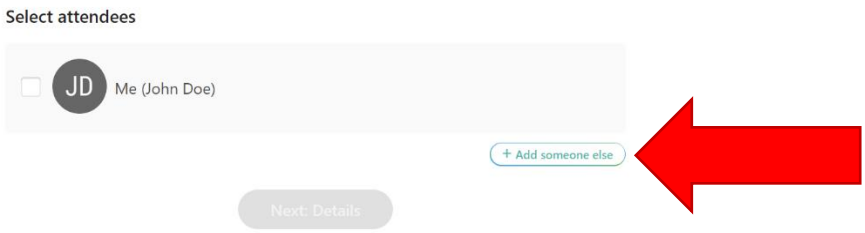
6. If you used your phone number, you will still have to enter your email address here.



7. **A) If you are the only one attending the event:** check the box beside your name. Depending on the event, there may be a dropdown menu to select what category of participant you are. Select the one that applies and click *"Next: Details."*



B) If you are signing up other people: Click "*Add Someone Else*"



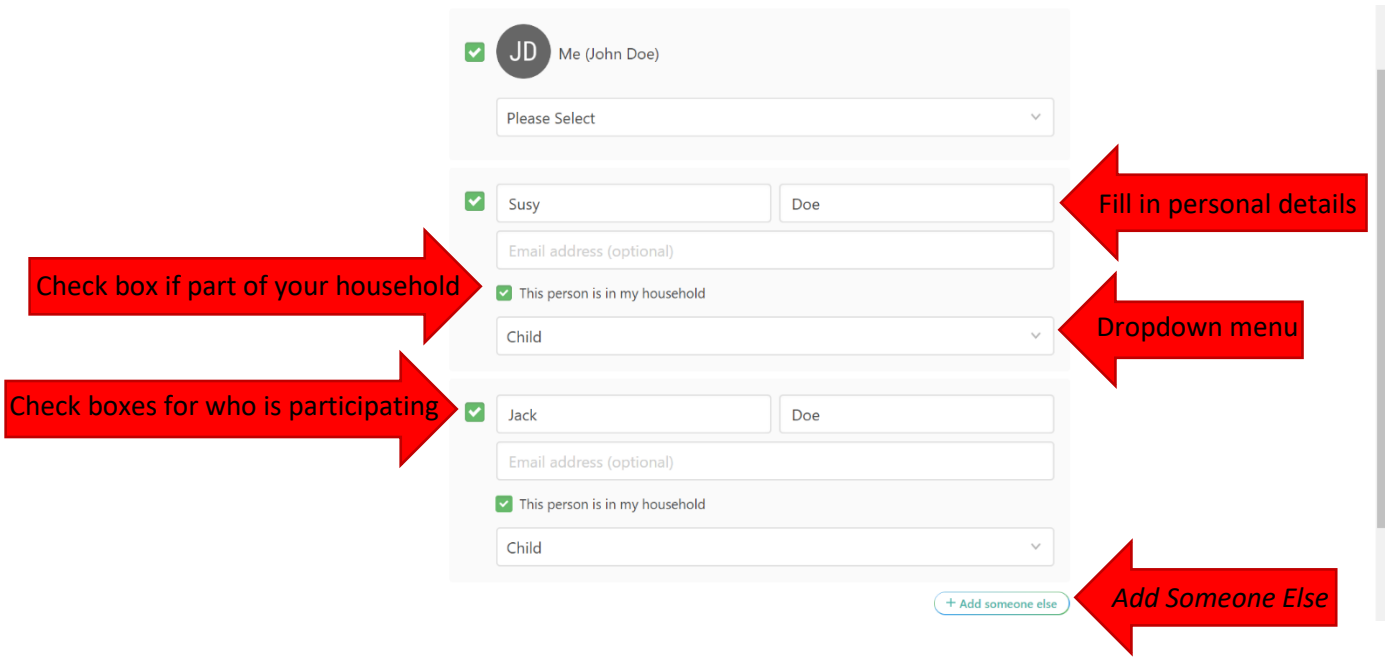
Fill in their name, email if they have one, and select the relevant participant category from the dropdown menu. Please check the box if this is a member of your family.

DO NOT click *"Next: Details"* until you have added all the people you are signing up for the event.

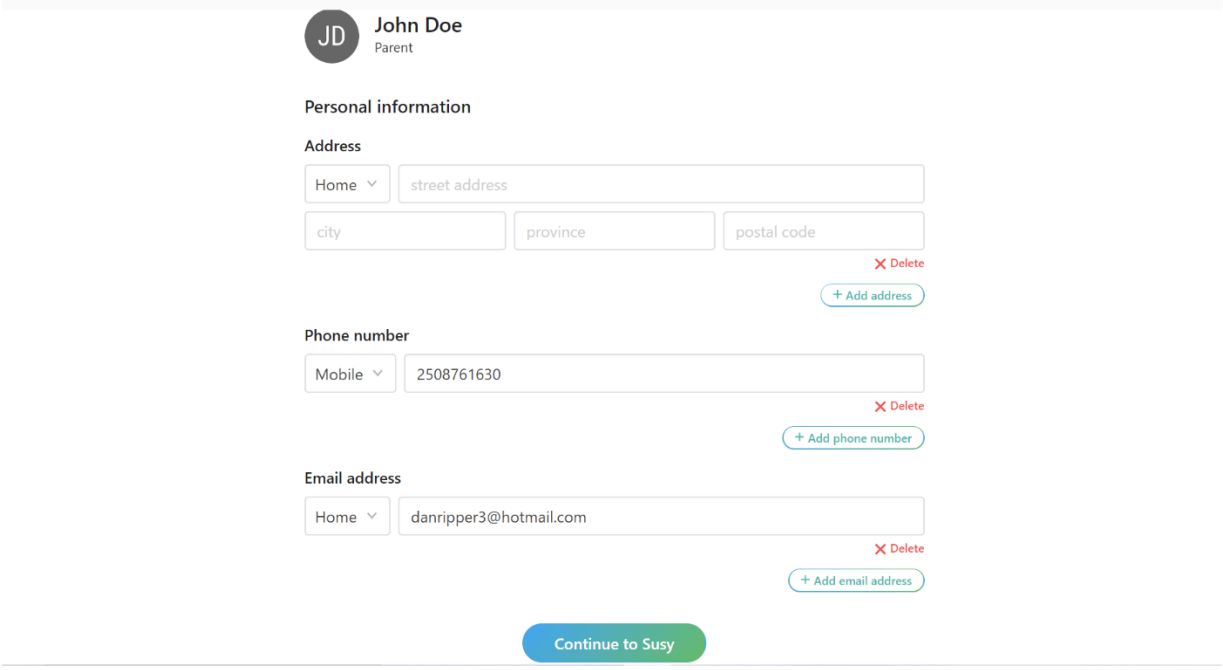
If you are signing up more people, click *"Add Someone Else"* again and repeat this step until everyone's info has been entered.

Check the box beside the names of everyone who will be participating in this event.

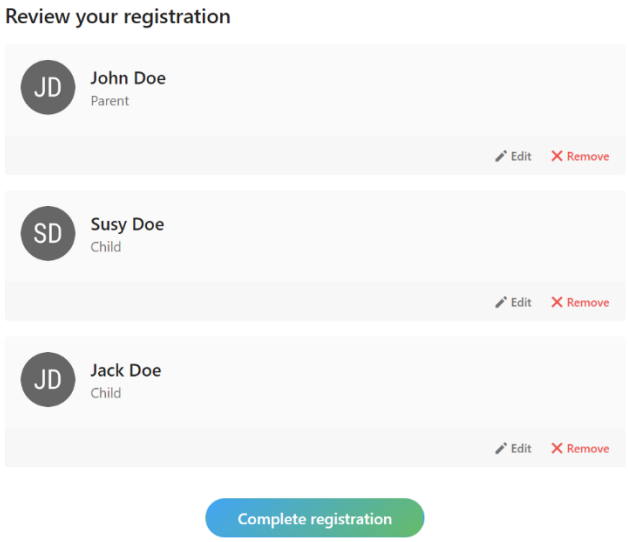
Click *"Next: Details"* once you've completed all this.



8. Fill in the personal info and contact info for each participant as prompted.



9. Review the registration info. If it all looks good, click "*Complete Registration.*"



10. Congratulations – you are all signed up! You'll receive an email confirming your registration shortly.