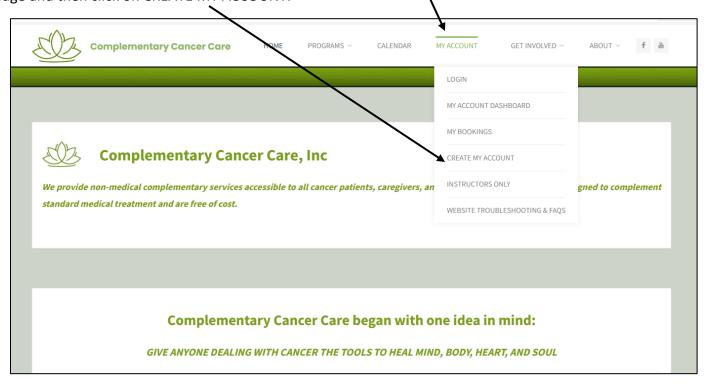


Complementary Cancer Care, Inc

How to Sign Up for Classes

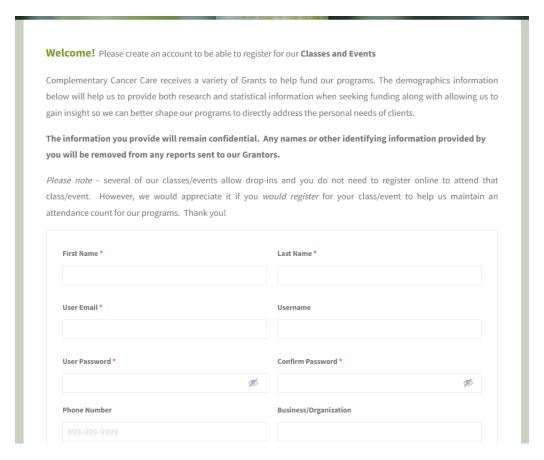
Welcome to our website! You will need to create a user account before you can register for any of the events listed on our <u>calendar</u>.

Go to the website at www.compcancercare.org and click on MY ACCOUNT on the main menu at the top of the page and then click on CREATE MY ACCOUNT.



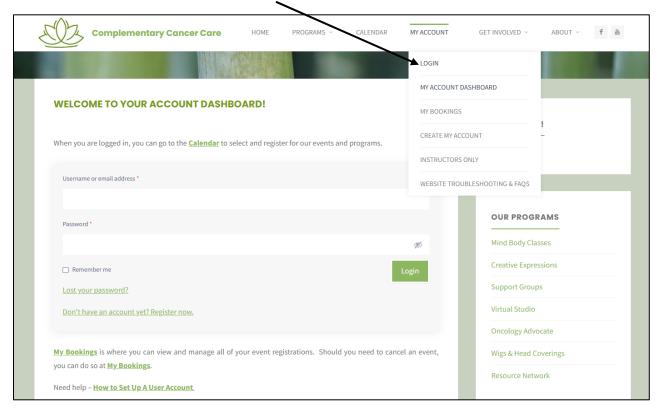
CREATE MY ACCOUNT

Please fill out all fields, then click the SUBMIT button at the bottom of the page. This is also where we can collect the demographic information we need when applying for our grant funding. The **information you provide will remain confidential**. Any names or other identifying information provided by you will be removed from any reports sent to our Grantors.

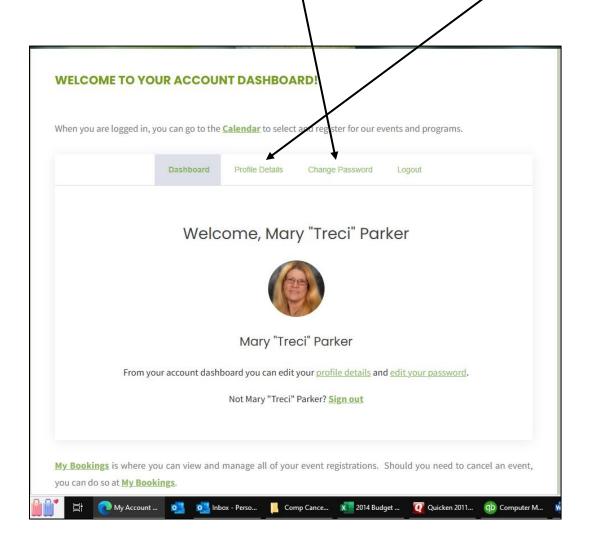


Remember – passwords are case sensitive.

Once you have your account set up, you can login under MY ACCOUNT on the main menu:



This is your Account Dashboard. You can change your password and update your profile information by clicking on the corresponding tabs.

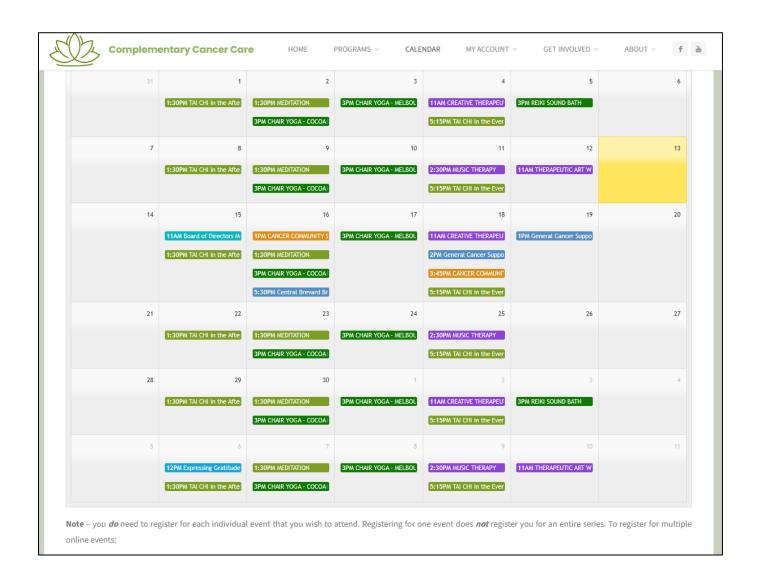


Ready to sign up for your classes and program events? Click on the CALENDAR link.



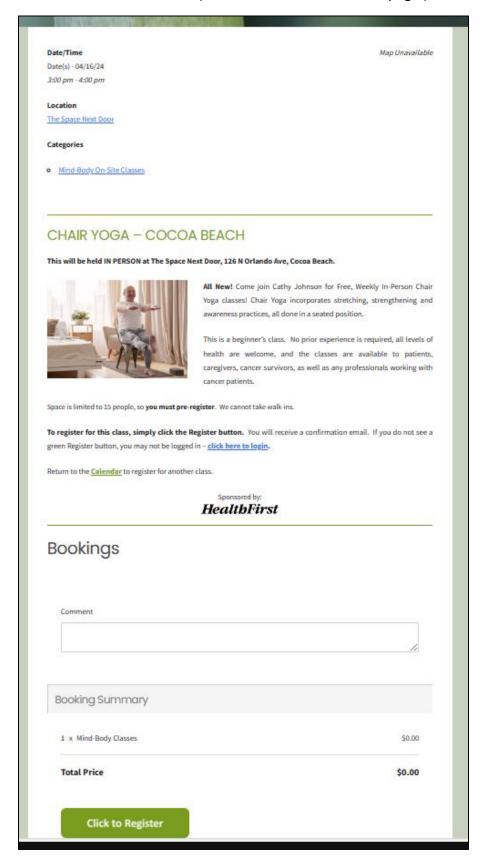
CALENDAR PAGE:

Click on the Event, Date and Time you want to attend.



That will direct you to that event's detail page – showing the date, time, and class description.

Click the REGISTER button. (You need to scroll down the page.)



You will see a message that registration was successful, and a confirmation email will be sent to you.

Why do we ask that you have an account with us and register for our events?

Complementary is a 501(c)3 non-profit organization and we rely on grants and donations to fund our programs. When applying for grants, we are required to supply demographic information on the community we serve.

When grants are received, we are required to submit quarterly reports of our activity. Some grants have set goals for us such as specific numbers of classes provided and number of clients served, information that can affect the grant's renewal. This information comes from the website registrations.

The **information you provide will remain confidential**. Any names or other identifying information provided by you will be removed from any reports sent to our Grantors.

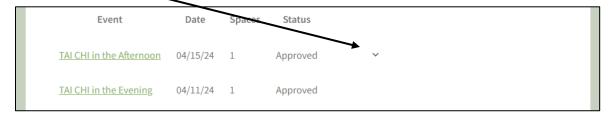
Registrations are also important as we have a couple of events with limited space. These events often sell out and we maintain a waiting list. If you find at the last minute that you cannot attend an event that you are registered for, it is important that you cancel your registration so that someone on the waiting list can take your place.

We also have a couple of events where we are charged per person attending so we need to have accurate attendance information.

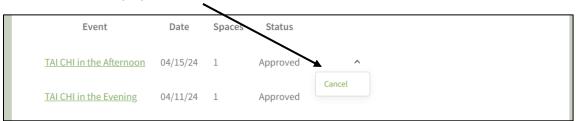
You can **cancel a registration** on MY BOOKINGS – https://compcancercare.org/events/my-bookings/ - where you will see your list of past and upcoming events.



Upcoming events have a "down arrow" on the right side.



Click on the "down arrow" to display the "cancel" button. Click on cancel.



We hope you will find several events that interest you and look forward to you being part of our Complementary Cancer Care Community. If you ever need assistance logging on to your account, or registering for an event, please contact us at info@compcancercare.org or 321-266-0564.