Registration for the <u>APCO Active Shooter Incidents for Public Safety</u> <u>Communications</u>, 2nd <u>Edition</u> pre-conference course is now available!

Please read all of the following information and guidelines prior to registering for this class:

- Class will be conducted on **Sunday, September 8, 2019 from 8:00am until 5:00pm**, as a preconference course for the 2019 NC Public-Safety Communications Conference.
- **Pre-registration is required** through APCO International.
- To register, you MUST also have registered as a Full Conference Attendee.
 (If you have not yet registered for the Conference, please visit www.nc911conference.com).
- This class is limited to 40 attendees. To ensure the opportunity is available on a fair basis to our attendees, registration will be on a first come, first serve basis and limited to only TWO students per agency.
- Due to privacy regulations and APCO Institute policies, individuals MUST register for this course themselves. In order to register someone other than yourself, or gain access and/or establish permissions to this and other important functions for your agency, please login to your APCO Account (https://apconetforum.org/eweb/). Go to "My Organization" and click on the "Manage Authorized Personnel" button to start the process. Please identify yourself as the "Class/Event Registrar". You will then be able to complete the required registration process for your employees.
- In compliance with the aforementioned privacy restrictions, if you intend to register someone
 other than yourself for the class, you may ONLY register and/or create New Accounts for
 individuals that are employed by your respective agency.
- To complete the registration process without applying payment, use the link below, and once you approach the payment screen select payment type as "Contract" and then select "Bill Organization". If you are asked to provide a PO number, enter "Contract". You must select your source code as "Email" and once you have submitted your registration which will automatically generate you a course confirmation email, indicating a \$0 balance.

Register Online for the Active Shooter Incidents for Public Safety Communications, 2nd Edition Class

If you have questions about the class, please contact <u>Jeryl Anderson</u> or <u>Grayson Gusa</u>.

If you have questions about accessing your APCO online account, please email apco@apcointl.org.