
IOT WEBSITE AND APP USER MANUAL

The Institute of Trichologists has created this guide to help IOT registrants access and use our registrant portal area, and the IOT's new registrant app.

JUNE 2024

THE IOT'S REGISTRANT PORTAL

The IOT's website has a private portal area that is only accessible to registrants, which contains lots of resources, information about membership renewals, and is now the home to a new community area for registrants to post questions, get updates, ask for advice from fellow Trichologists, and more.

All registrants have their own individual credentials to allow access to the portal, which have been provided by the IOT previously. Your username will be your email, and you should have previously set your own password.

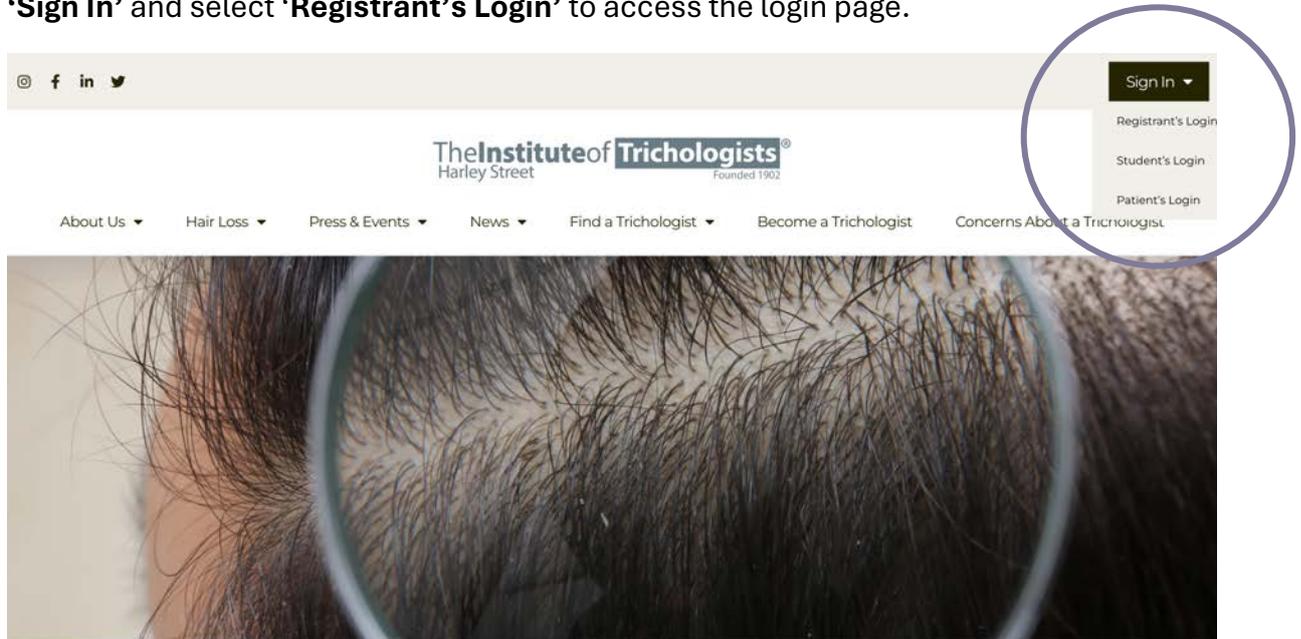
If you are having problems accessing the portal, or need your credentials resetting, please contact us on admin@trichologists.org.uk.

TABLE OF CONTENTS

<i>IOT Website and App User Manual</i>	1
The IOT Registrant Portal	2
Account Login	3
Registrant's Portal Homepage	4
Community Area	5
Community	7
Registrant Profile	10
Notifications	12
Registering for Webinars	14
Membership Renewals	17

ACCOUNT LOGIN

Upon loading up the IOT website (www.trichologists.org.uk), you will notice a new banner along the top of the page, with sign in options on the right-hand side. Hover over **'Sign In'** and select **'Registrant's Login'** to access the login page.



The Institute Of Trichologists

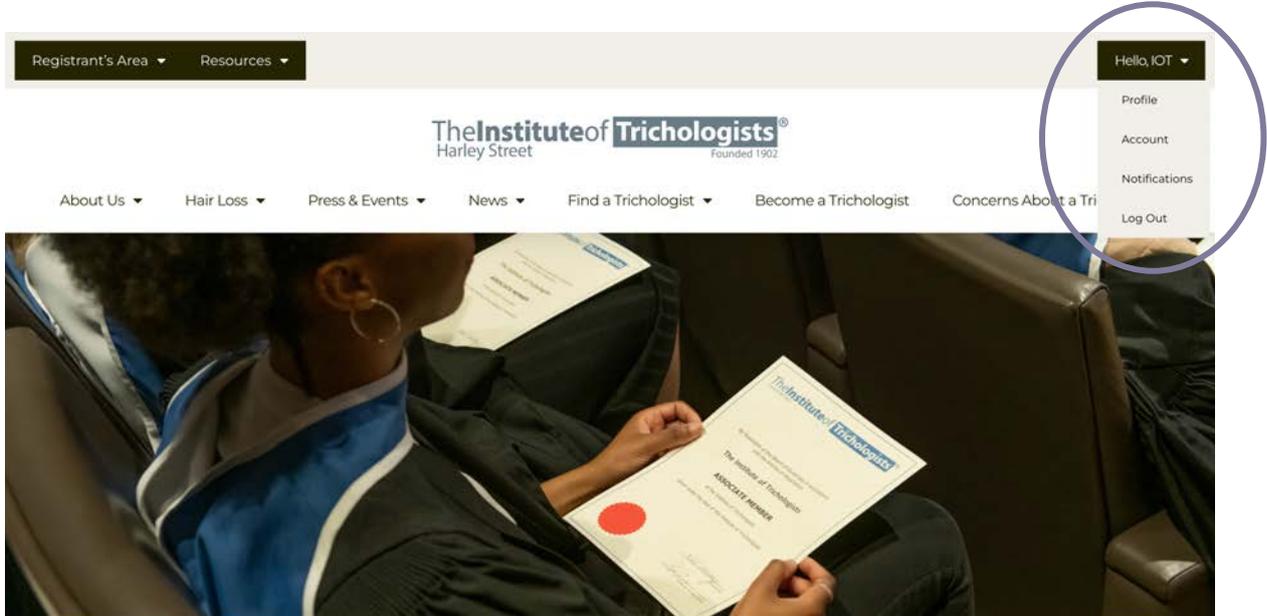
The Institute of Trichologists is the foremost professional association for trichologists in the World, the largest provider of trichology training in Europe and the longest established body of its type.

Enter your email (username), password and press **'LOG IN'**.



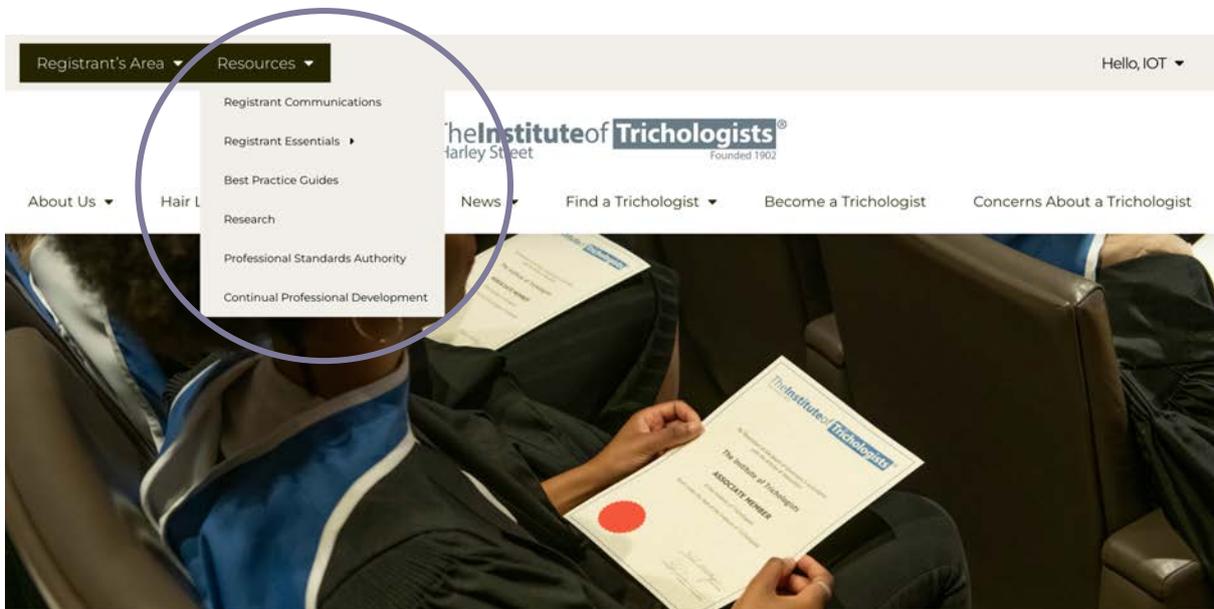
REGISTRANT'S PORTAL HOMEPAGE

Once logged in, you will be taken to the portal homepage, where you will have new dropdown menus to access the range of different resources, including your profile, account, notification and other resources.



The Institute Of Trichologists' Registrant Portal

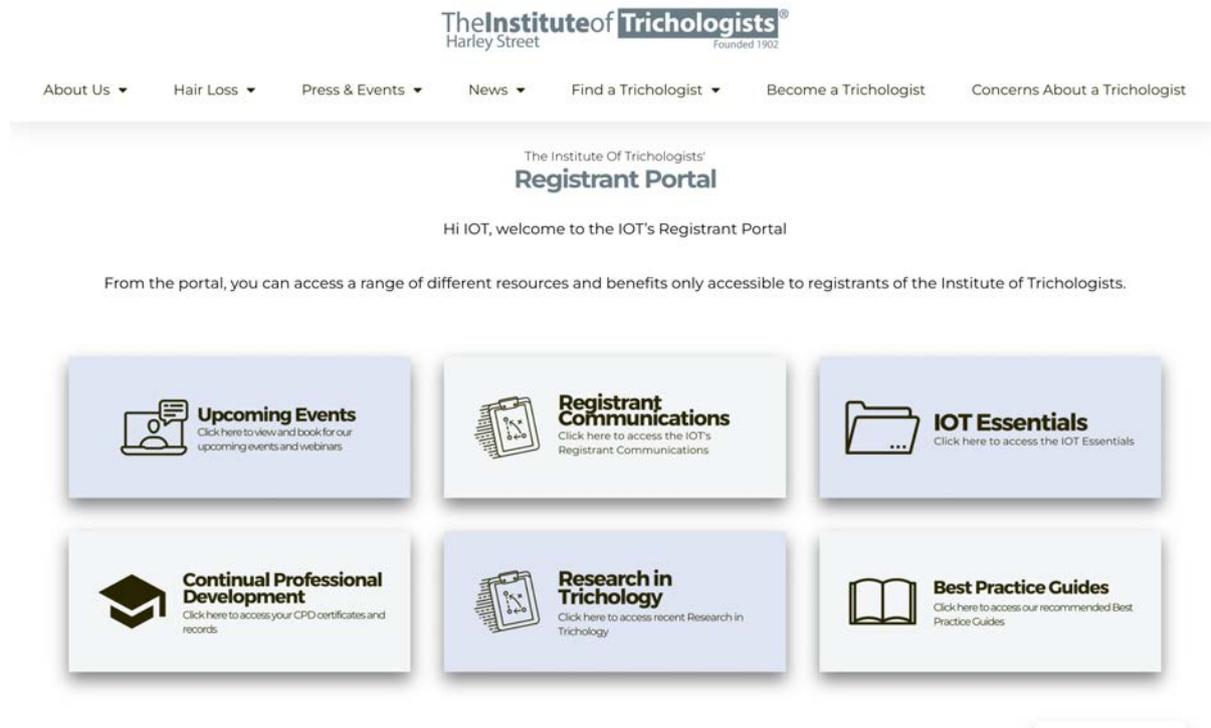
Hi IOT, welcome to the IOT's Registrant Portal



The Institute Of Trichologists' Registrant Portal

Hi IOT, welcome to the IOT's Registrant Portal

As well as the dropdown menu, you will also be able to access the resources from the buttons section on the portal homepage. Resources include best practice guides, information on CPD events, other upcoming events, recent registrant communications, and more.



COMMUNITY AREA

The community area is a new section on the website where the Institute will post updates and recent news, and where registrants can ask questions, have discussions with fellow Trichologists and comment on posts from other registrants.

There are two different ways to navigate to the new community area.

Method One: Navigate to the top left dropdown menu in the very top banner called 'Registrants Area'.

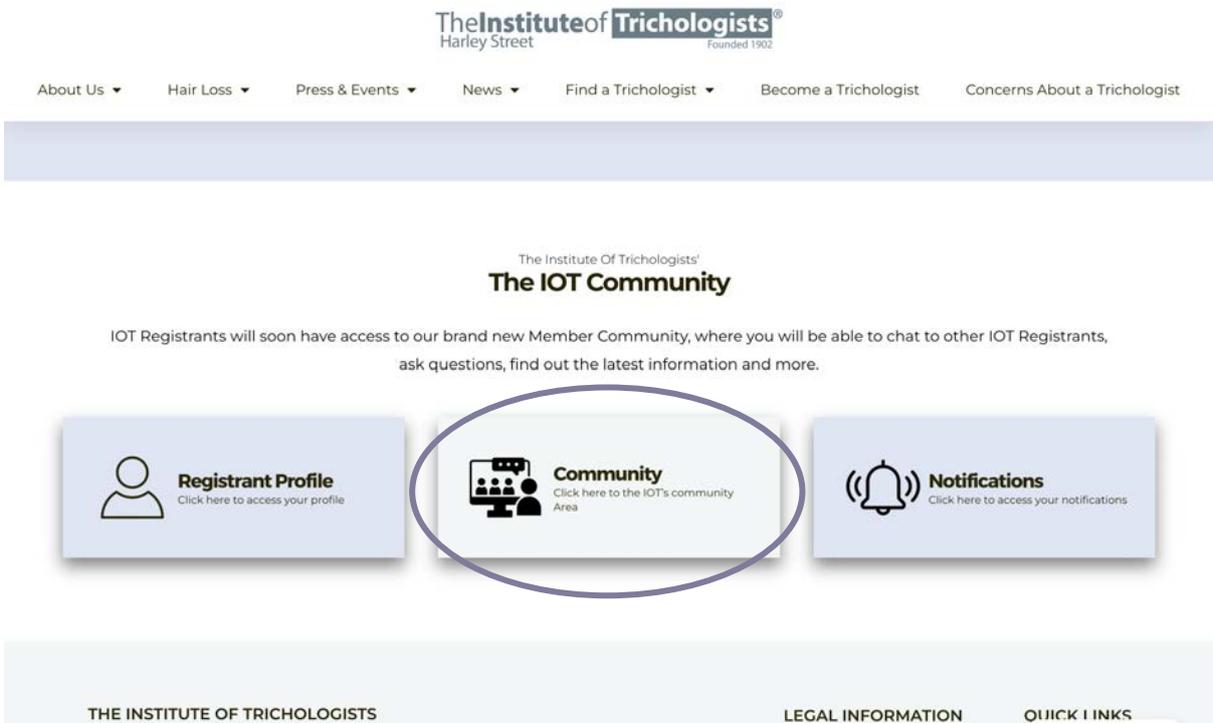
- The 'Community' button will take you to the community area.
- The 'Forums' button will take you an area where you can see any discussions you have been involved in, or allow you to post any new questions or topics.
 - Forums is a Q&A style section, where registrants can ask questions, answer questions, comment on discussion and more.



The Institute Of Trichologists'
Registrant Portal

Hi IOT, welcome to the IOT's Registrant Portal

Method Two: Scroll down to the bottom of the registrant's portal homepage, you will see new links to 'Registrant Profile', 'Community' and 'Notifications'. The 'Community' button will take you to the community section.

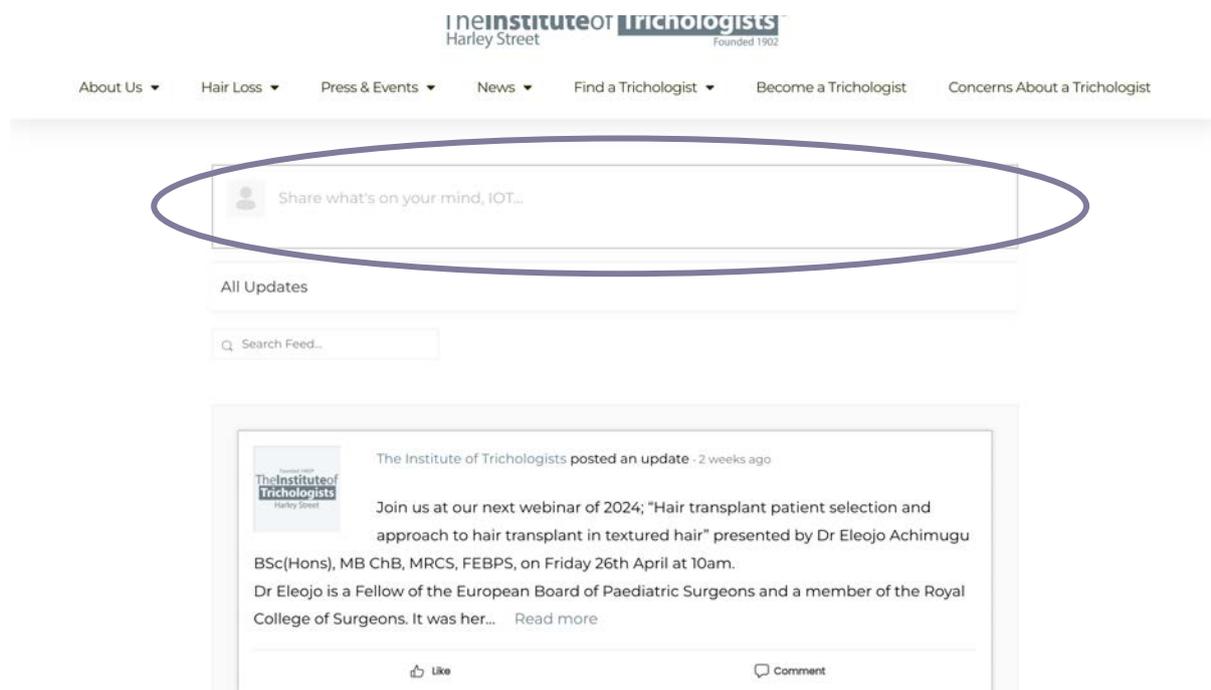


COMMUNITY

PLEASE NOTE: This area of the website is monitored by the IOT, where we aim to engage and answer questions and queries where possible.

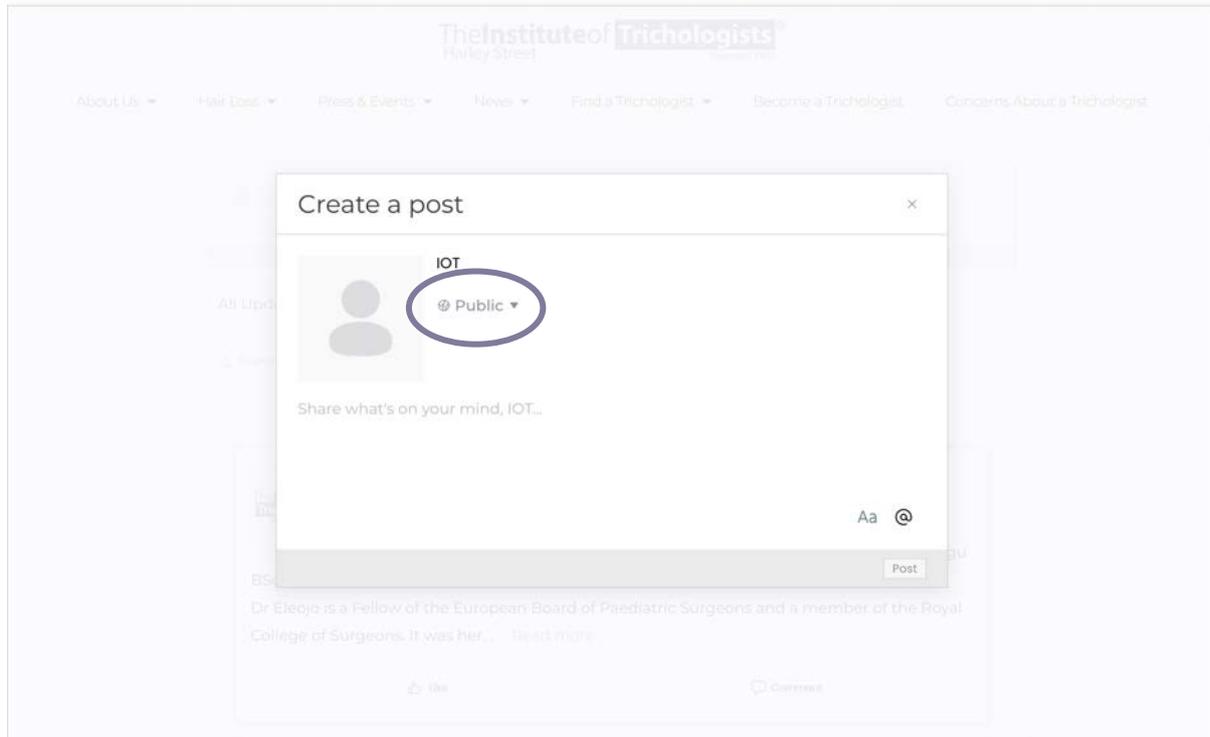
In the community area, you will see all recent posts that have been posted by both the IOT, and by fellow Trichologists. If you post an update or question, it will appear in this section.

You can create a post by typing in the **‘Share what’s on your mind, (your name)?’** box.



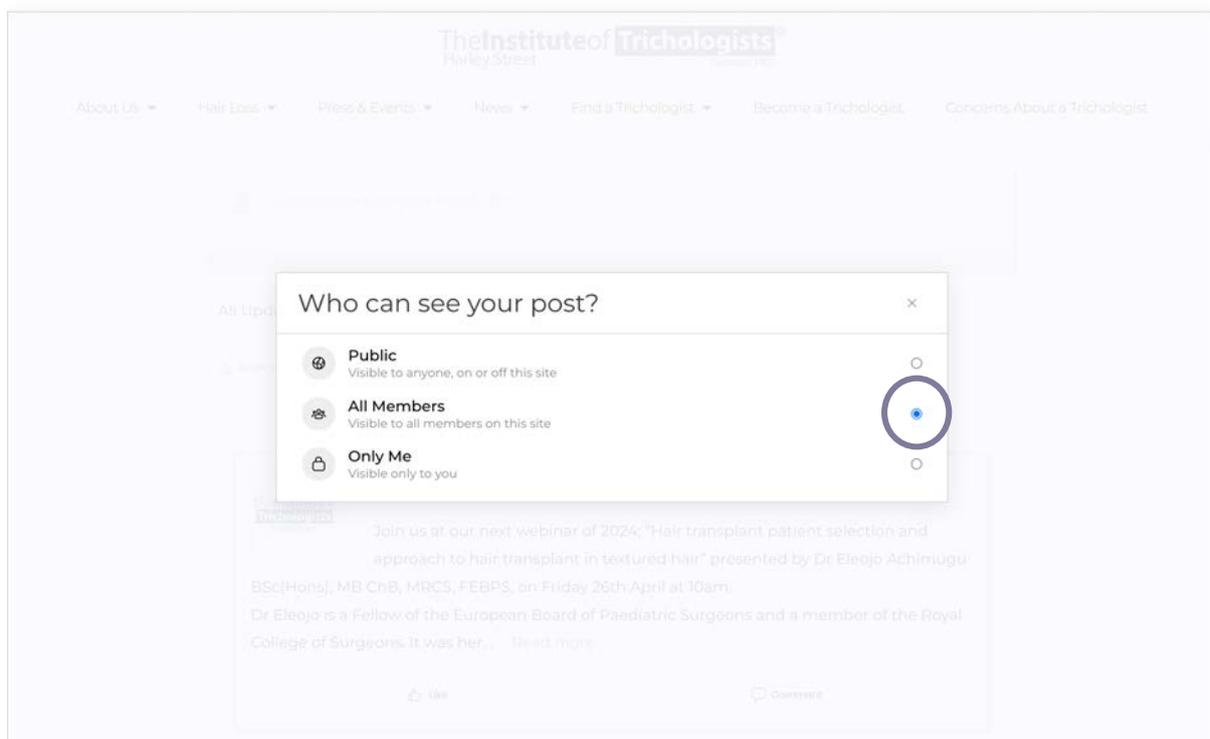
Once you click in this section, a popup box will appear for you to write your update or question.

On the popup, there will be an option to change who can see your post. If you click on the small dropdown that says **‘Public’**, it will ask you to select who can see your post.

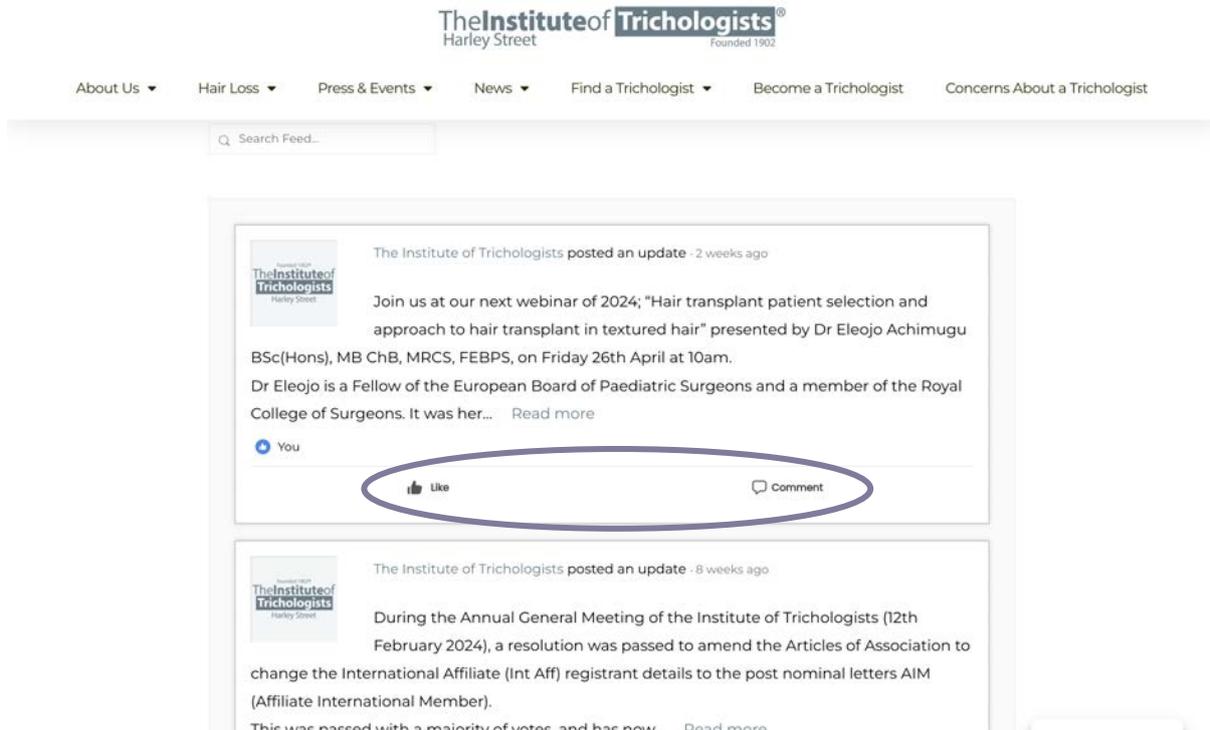


A dropdown will appear to select who can see your post. **Please note:** by default there will be a 'Public' option which will say it is visible to anyone. However, the community feature has been made completely private, and will only be accessible and visible to registrants of the IOT who have been given access to the portal.

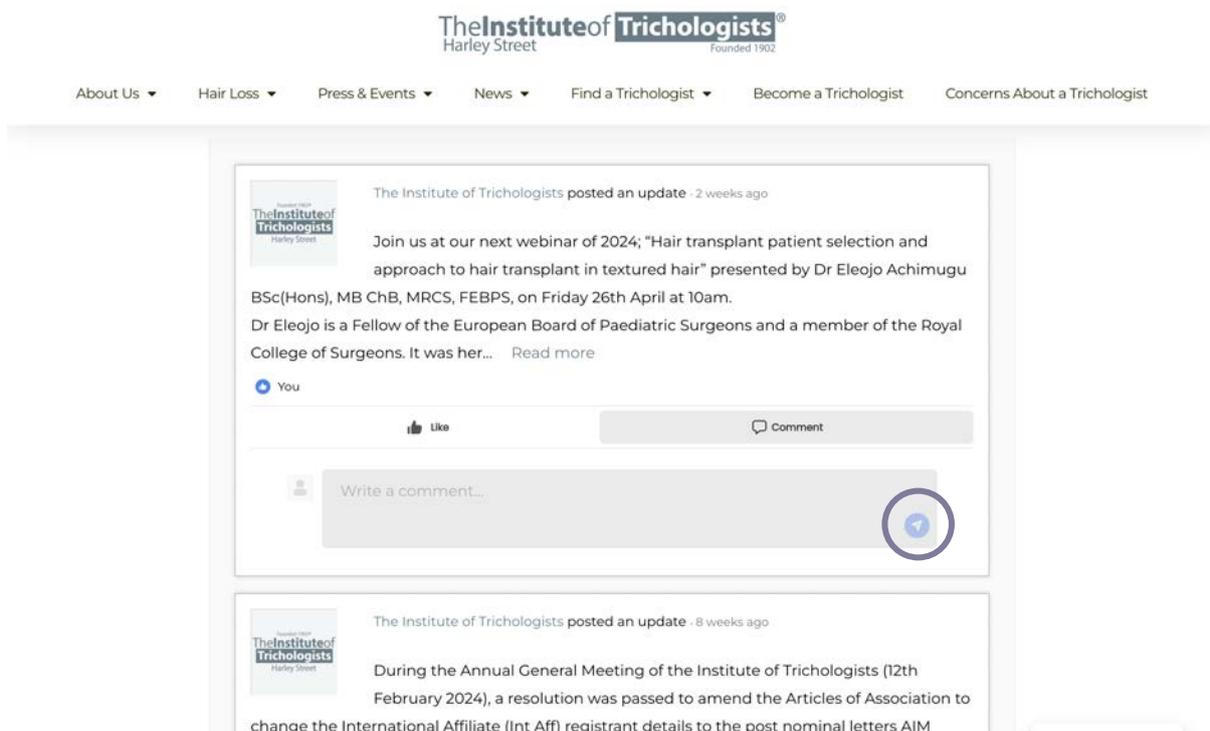
We do, however, recommend selecting the '**All Members**' option when posting any updates or questions.



You can also like or comment on other people's posts, by clicking on the relevant buttons under the selected post.

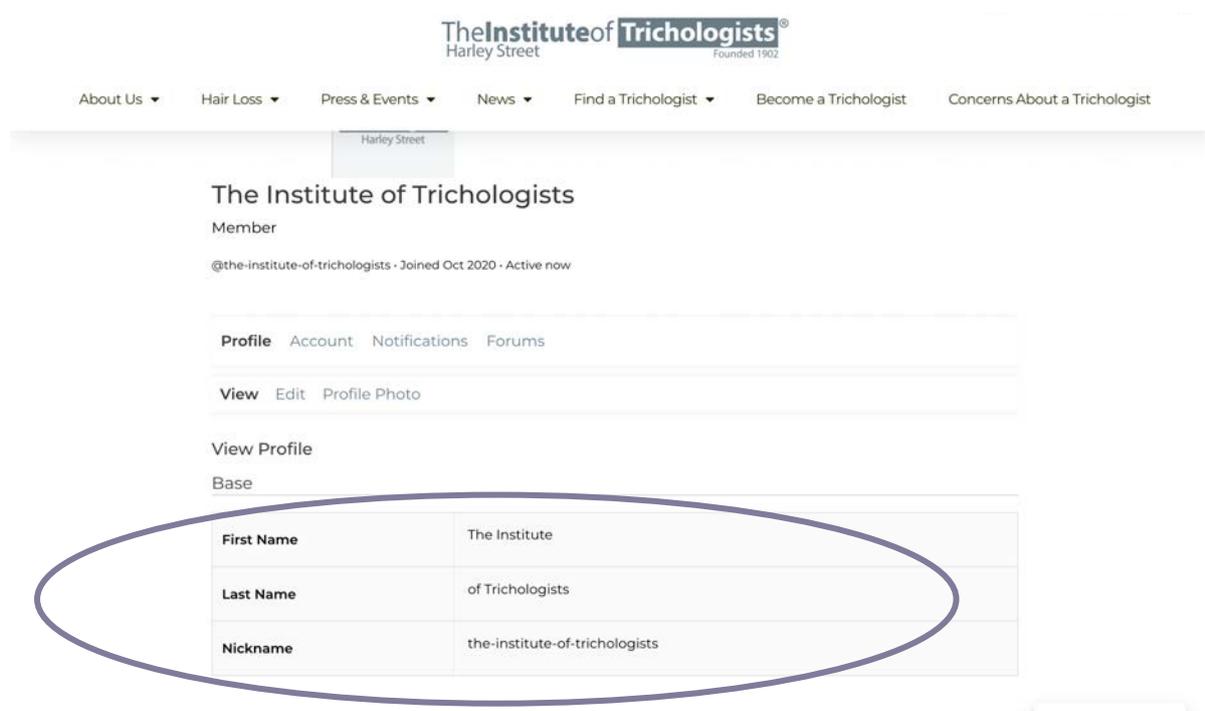


The comment button will bring up a text box to type in. Once written, press the blue arrow button to post.



REGISTRANT PROFILE

In your registrant profile, you will see your basic information such as your name. Your nickname is used by the portal to identify you (this will also be your name). These can be edited and will be visible to other registrants in the portal. You are also able to upload a profile picture (this is not required).



Making changes to your information

You will be able to make changes to your name, nickname, account email, password and upload a profile picture. This can all be done via the **'Profile'** and **'Account'** tabs in this section.

Changing Your Name

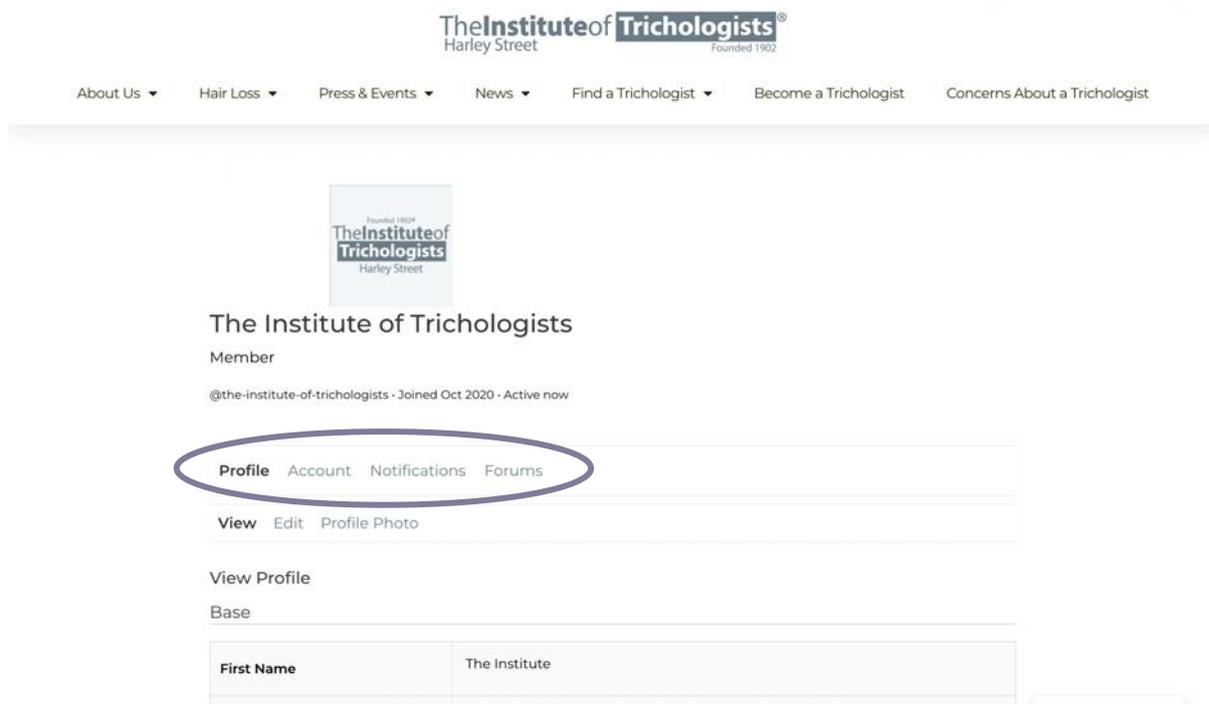
Changes to your name and nickname can be done directly in the profile section. Just select the relevant box and type.

Once updated, click **'Save Changes'**.

Changing Your Email

To change your email, go the **'Account'** tab and update this in the **'Account Email'** box shown below. **Please note**, this will change the email which you use to login to the registrant's area.

Once updated, click **'Save Changes'**.



TheInstituteof Trichologists®
Harley Street Founded 1902

About Us ▾ Hair Loss ▾ Press & Events ▾ News ▾ Find a Trichologist ▾ Become a Trichologist Concerns About a Trichologist



The Institute of Trichologists
Member
@the-institute-of-trichologists · Joined Oct 2020 · Active now

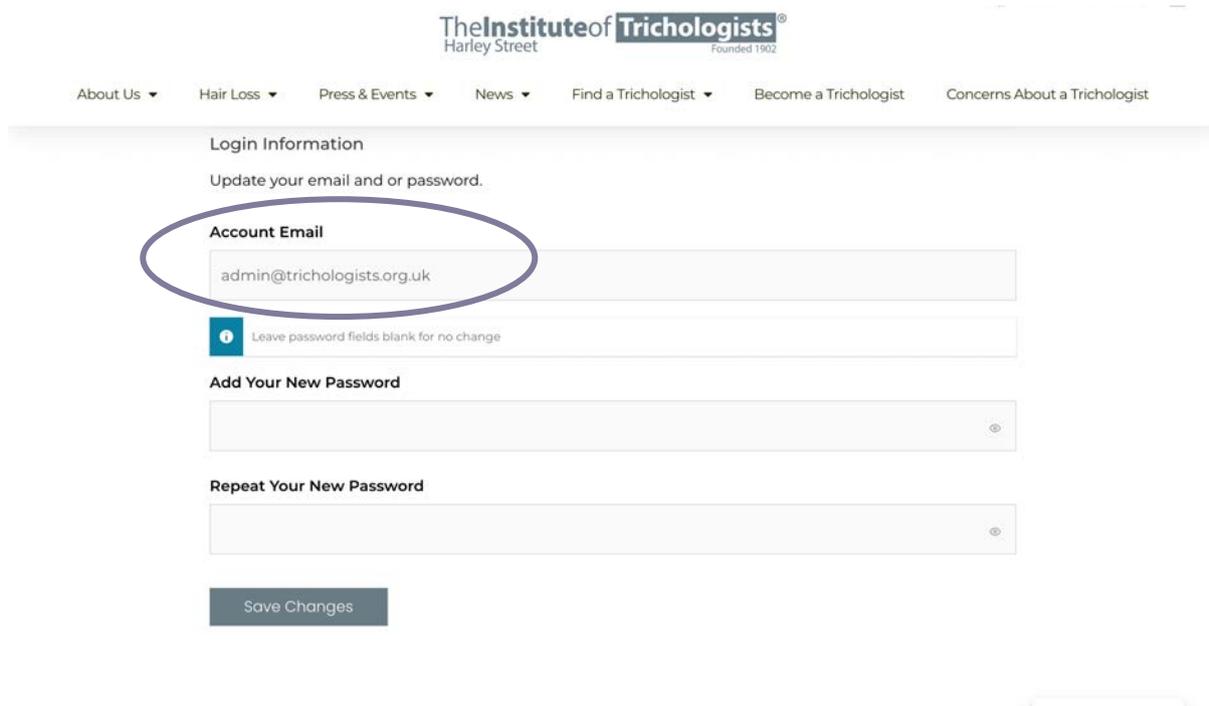
Profile Account Notifications Forums

View Edit Profile Photo

View Profile

Base

First Name	The Institute
------------	---------------



TheInstituteof Trichologists®
Harley Street Founded 1902

About Us ▾ Hair Loss ▾ Press & Events ▾ News ▾ Find a Trichologist ▾ Become a Trichologist Concerns About a Trichologist

Login Information
Update your email and or password.

Account Email

admin@trichologists.org.uk

 Leave password fields blank for no change

Add Your New Password

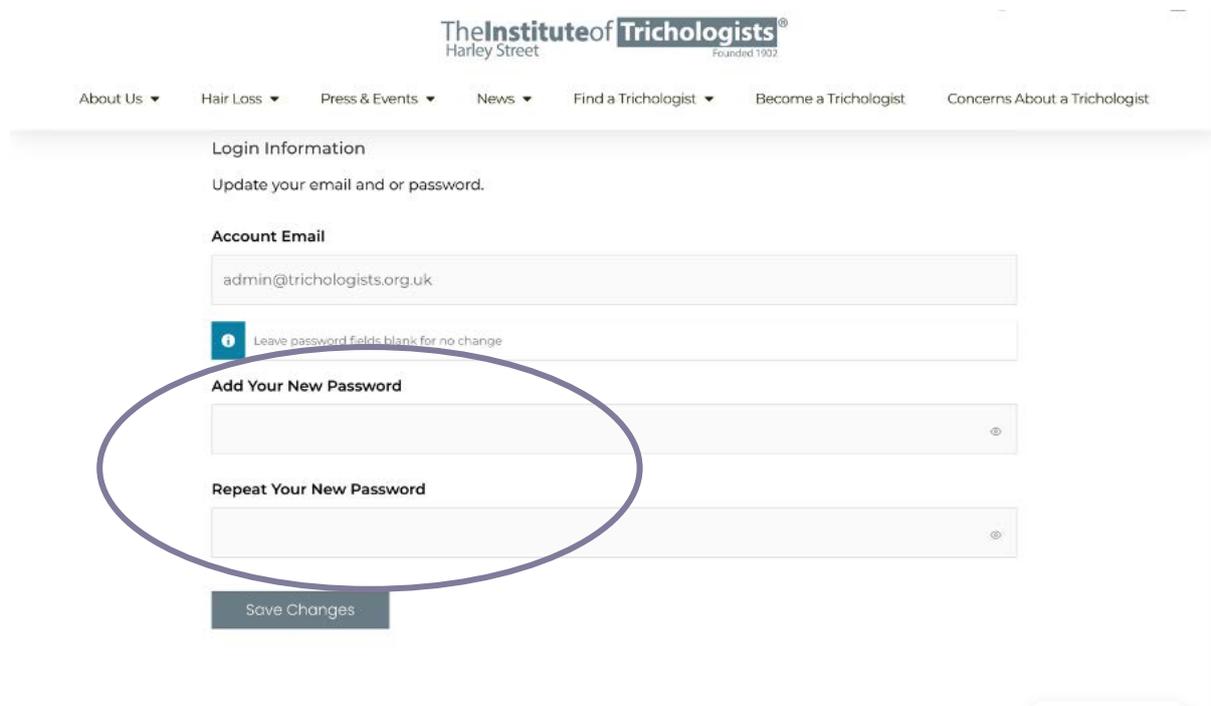
Repeat Your New Password

Save Changes

Changing Your Password

To change your password, enter it in the **'Add Your New Password'** field. This needs to be repeated in the second box.

Once updated, click **'Save Changes'**.



The screenshot displays the user account settings interface. At the top, the logo for 'The Institute of Trichologists' is visible, along with navigation links: 'About Us', 'Hair Loss', 'Press & Events', 'News', 'Find a Trichologist', 'Become a Trichologist', and 'Concerns About a Trichologist'. The main section is titled 'Login Information' and includes the instruction 'Update your email and or password.' Under the 'Account Email' section, there is a text input field containing 'admin@trichologists.org.uk'. Below the email field is a blue information icon with the text 'Leave password fields blank for no change'. The 'Add Your New Password' and 'Repeat Your New Password' fields are highlighted with a blue oval. A 'Save Changes' button is located at the bottom of the form.

To update your email without updating your password, make the changes to your email, leave the password boxes blank, and press **'Save Changes'**.

NOTIFICATIONS

From the notifications tab, you will be able to see any of your notifications. This will be when someone mentions you in a comment, or comments on one of your posts etc.

To change your notification preferences, go to the accounts tab, and select notification settings. This will allow you to enable or disable notification types from the community area using the checkboxes.

[Profile](#) [Account](#) **Notifications** [Forums](#)

Unread [Read](#)

[- View All -](#) ▾

 You have no unread notifications.

[Profile](#) **Account** [Notifications](#) [Forums](#)

[Login Information](#) **Notification Settings** [Privacy](#) [Export Data](#)

Notification Settings

[Preferences](#) [Subscriptions](#)

Choose which notifications to receive by email.

Enable Notifications



Email

MENTIONS

A member mentions you using "@the-institute-of-trichologists"



Email

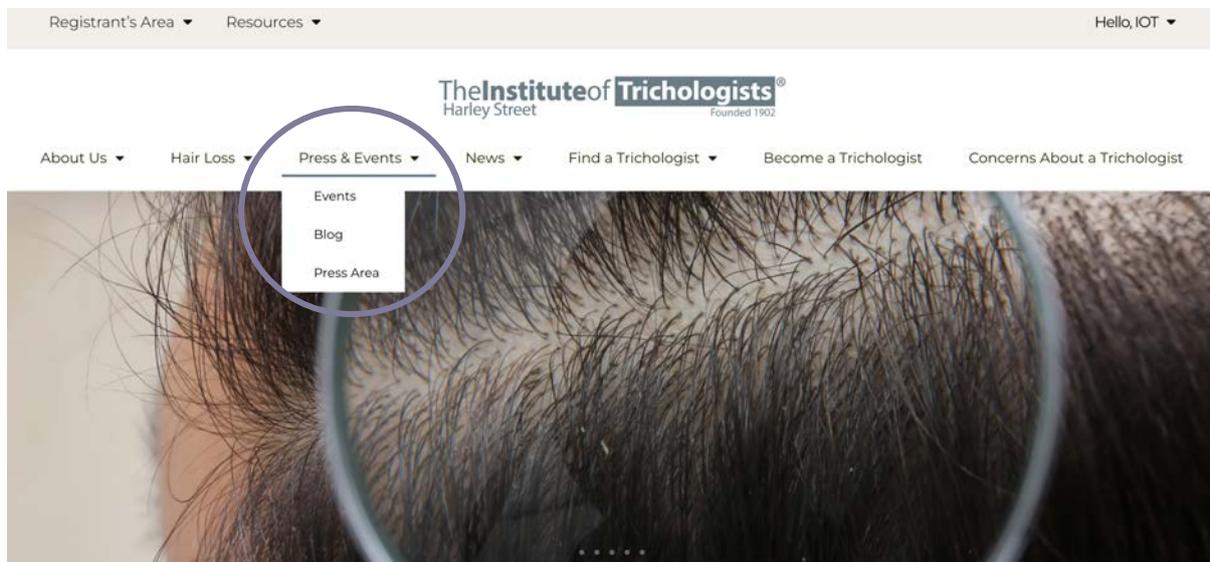
ACCOUNT SETTINGS

REGISTERING FOR WEBINARS

You can now register for IOT webinars directly from the IOT website. Once registered, you will be emailed with a confirmation and a link to the webinar.

Most of our webinars are free to attend for IOT registrants but are at a small cost for non-registrants. Due to this, you will be able to register for webinars for free, however, in order to do so, you will need to be logged into the IOT website using your IOT credentials.

To access registration for webinars, hover over the **'Press & Events'** tab in the website menu and select **'Events'**.



The Institute Of Trichologists

The Institute of Trichologists is the foremost professional association for trichologists in the World, the largest provider of trichology training in Europe and the longest established body of its type.

This will bring up a list of all of our upcoming webinars and events. This can be filtered by view to show; a list of all events, a month view and daily view. To change the view, click on the circled icon shown below. To bring up more information on the event, or to register, click on the title of the event.

< > Today Upcoming ▾

April 2024

FRI
26

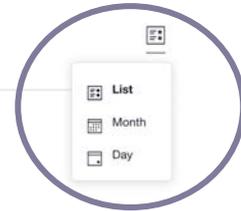
April 26 @ 10:00 am - 11:00 am

Webinar – Hair transplant patient selection and approach to hair transplant in textured hair

Webinar

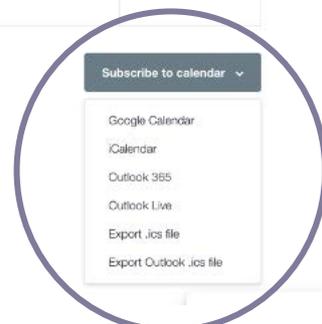
SPEAKER: Dr Eleojo Achimugu, Hair Transplant Surgeon, BSc(Hons), MB ChB, MRCS, FEBPS
TOPIC: Hair transplant patient selection and approach to hair transplant in textured hair Dr Eleojo is a Fellow of the European Board of Paediatric Surgeons and a member of the Royal College of Surgeons. It was her expertise as a Paediatric Surgeon, a ...
[Read More »](#)

[Get Tickets](#) Free - £15.00



Among the different views, there is also the option to subscribe to our calendar. This will mean you will be notified of any newly added events and will give you the option to add our events to your own calendar automatically.

22	23	24	25	26 10:00 am - 11:00 am Webinar – Hair transplant patient selection and approach to hair transplant in textured hair	27	28
29	30	1	2	3	4	5



Once you are on the specific event page that you would like to register for, you will see two options; to RSVP and to purchase tickets. If you are not logged in to the IOT website using your credentials, you will not be able to select the RSVP button, and there will be a banner along the top of this section prompting you to login.

📅 Add to calendar ▾

ⓘ You must be logged in to RSVP. Log in here

IOT Registrants

18

Going

RSVP Here

Going

Tickets

Non-Registrants

£15.00

Unlimited

- 0 +

Get Tickets

If you are logged in, you will be able to RSVP to register. To do this, press the **‘Going’** button.

📅 Add to calendar ▾

IOT Registrants

26

Going

RSVP Here

Going

Tickets

Non-Registrants

£15.00

Unlimited

- 0 +

Get Tickets

This will open a registration form, where you need to enter your name, and email address. Once filled in, press **‘Finish’**.

Please note, please leave number of guests as 1. If you are registering for other people (registrants), please register each person individually.

TheInstituteofTrichologists®
Harley Street Founded 1902

About Us ▾ Hair Loss ▾ Press & Events ▾ News ▾ Find a Trichologist ▾ Become a Trichologist Concerns About a Trichologist

Add to calendar ▾

Please submit your RSVP information, including the total number of guests.

Name *
Your Name

Email *
your@email.com

Number of Guests *
1

Cancel Finish

Tickets

Non-Registrants	£15.00 Unlimited	- 0 +
-----------------	---------------------	-------

MEMBERSHIP RENEWALS

Annual membership renewals are now completed by filling out and submitting our annual membership form, which can be accessed from the registrant's area of the IOT website and on the IOT's registrant app.

To renew your membership, you must be logged in to the IOT website or app using your IOT credentials. Either follow the link that will be emailed to you, or go to the registrant's area menu in the top left of the banner of the website, and click on the **'Registration'** tab.



The Institute Of Trichologists'
Registrant Portal

Hi IOT, welcome to the IOT's Registrant Portal

This will open the membership renewal page on our website which contains the annual membership renewal form.

Before you start the renewal form, please make sure you have checked to see if your clinic information is up to date or needs updating on our register. To check your clinic listing, click on the following links and search by your name:

UK Registrants

<https://trichologists.org.uk/trichologists-register-united-kingdom/>

International Registrants

<https://trichologists.org.uk/trichologists-register-international/>

Please also make sure you have read and understood the [Articles of Association](#) and [Code of Professional Practice and Ethics](#).

The membership renewal page will look like the below:

Annual Membership Renewal

1st July 2024 - 30th June 2025

Please fill out and submit the Annual IOT Membership form below.

Before you start, please make sure you have checked to see if your clinic information is up to date or needs updating on our register. Please also make sure you have read and understood the [Articles of Association](#) and [Code of Professional Practice and Ethics](#).

Payment for your annual membership fee can be made on the renewal form. Payment is made via our secure Stripe Checkout.

PLEASE NOTE – failure to return this form will restrict information on the Institute Register and therefore affect possible referrals.

Your Info - Step 1 of 6



STEP 1

Enter your name, email address and contact number – these are required and are the details you would like the IOT to contact you on for registrant communications. These contact details can be different to your clinic listing information and will not be shared publicly.

Tick to accept our data protection policies.

TheInstituteofTrichologists®
Harley Street
Founded 1902

About Us ▾ Hair Loss ▾ Press & Events ▾ News ▾ Find a Trichologist ▾ Become a Trichologist Concerns About a Trichologist

Your Info - Step 1 of 6

Name *

The IOT
First Last

Email *

admin@trichologists.org.uk
Did you mean admin@trichologists.co.uk?

Contact Number *

00 00000000

DATA PROTECTION: The Institute of Trichologists (IOT) take the privacy of our members data seriously. The information you provide in this form will be used solely for dealing with you as a member of The Institute in accordance with our Data Protection and Privacy Policy which can be found on the website. Your data will be stored and used in accordance with this Policy. Only the Administration Team be able to access your details.

Please tick to indicate your acceptance of the above

The Institute may arrange for photographs or videos to be taken of Institute activities and published on our website or social media channels.

you consent to your image being used in this way, please tick here

Next

STEP 2

This part of the form is the Articles of Association and Code of Ethics Declarations:

TheInstituteofTrichologists®
Harley Street Founded 1902

About Us ▾ Hair Loss ▾ Press & Events ▾ News ▾ Find a Trichologist ▾ Become a Trichologist Concerns About a Trichologist

Articles of Association and Code of Professional Practice and Ethics - Step 2 of 6

I have read and understood, and agree to abide by the Articles of Association *

Agree
 Disagree

The Articles of Association can be found on this page: <https://trichologists.org.uk/wp-content/uploads/2023/05/Articles-of-Association.pdf>

I have read and understood, and agree to abide by the Code of Professional Practice and Ethics *

Agree
 Disagree

The Code or Professional Practice and Ethics can be found on this page: <https://trichologists.org.uk/code-of-ethics/>

Previous Next

Privacy - Terms

STEP 3

This part of the form is the Fitness to Practice Declarations:

TheInstituteofTrichologists®
Harley Street Founded 1902

About Us ▾ Hair Loss ▾ Press & Events ▾ News ▾ Find a Trichologist ▾ Become a Trichologist Concerns About a Trichologist

Fitness to Practise Self-Declaration - Step 3 of 6

Do you have any physical or mental health condition that may impair your fitness to practise as a Registered Member of the IOT? *

No
 Yes

Have you received a police charge, reprimand, caution or been convicted of a crime either in the UK or overseas? *

No
 Yes

You do not have to declare any spent convictions that will not appear on a DBS check

Have you ever received a sanction from a professional body e.g. General Medical Council *

No
 Yes

Previous Next

Privacy - Terms

STEP 4

This part of the form is to update the information that we hold on your clinic listing on the 'Find a Trichologist' section of the IOT website. To find out what information we hold on your clinic, visit the links on page 18 of this document.

If your clinic listing information is up to date and does not need updating or changing, select 'my information is up to date'.

If you would like to make any changes to the information on your clinic listing, select 'my information needs updating'.

The screenshot shows the 'Clinic Listing - Step 4 of 6' form. The header includes the logo for 'The Institute of Trichologists' and navigation links: 'About Us', 'Hair Loss', 'Press & Events', 'News', 'Find a Trichologist', 'Become a Trichologist', and 'Concerns About a Trichologist'. The main content area contains the question: 'Please help us to keep your information up to date. Is the information provided on your clinic listing(s) still up to date and accurate, or does it need updating?'. There are two radio button options: 'My information is up to date' (which is selected) and 'My information needs updating'. A small text link below the options says: 'see what information is currently provided on your clinic listing, please visit the Find a Trichologist page (https://trichologists.org.uk/qualified-trichologists-united-kingdom)'. At the bottom of the form are 'Previous' and 'Next' buttons. The footer of the page includes 'THE INSTITUTE OF TRICHOLOGISTS', 'LEGAL INFORMATION', 'QUICK LINKS', and a 'Privacy - Terms' icon.

When you select 'my information needs updating, more form fields will appear for you to enter information, including;

- Title
- Name
- Membership status (AIT/MIT/FIT)
- Additional information such as clinic opening times, or any additional qualifications (please note, we may ask for proof of these before published to your clinic listing)
- Special expertise /special interests: such as services offered, including any areas of focus within your clinic
- Clinic address
- Clinic number and website

Clinic Listing - Step 4 of 6

Please help us to keep your information up to date. Is the information provided on your clinic listing(s) still up to date and accurate, or does it need updating? *

- My information is up to date
 My information needs updating

To see what information is currently provided on your clinic listing, please visit the Find a Trichologist page (<https://trichologists.org.uk/qualified-trichologists-united-kingdom/>)

Preferred Title *

- Miss
 Mrs
 Ms
 Mr
 Dr
 Prof
 Other

Name *

First Last



Institute Membership Status *

- AIT
 MIT
 FIT
 International Affiliate
 Retired Member

Please use this space below to provide any additional information of relevance to your professional practice:

(e.g. details of additional satellite clinics, restrictive clinic hours)

Please use the space below to provide any details of special expertise:

(e.g. Afro-Caribbean hair, children, wig-making etc.)

Clinic or Practice Address



Once you have completed this section, it states ‘Do you have another clinic or practice?’. If you do, click yes and this will bring up a second section with all of the information above. You can add up to 3 clinics on the membership form. If you do not have another clinic or practice, select no, and it will let you progress to the next step of the form.

TheInstituteofTrichologists®
Harley Street
Founded 1902

About Us ▾ Hair Loss ▾ Press & Events ▾ News ▾ Find a Trichologist ▾ Become a Trichologist Concerns About a Trichologist

Clinic or Practice Address

Address Line 1
Address Line 2
City State / Province / Region
Postal Code Country
--- Select country ---

Clinic or Practice Number

+ 07400 123456

Clinic or Practice Website

Do you have another clinic or practice? *

Yes
 No

Previous Next

Privacy - Terms

STEP 5

This part of the form allows you to upload your insurance certificate, which is a condition of your membership.

TheInstituteofTrichologists®
Harley Street
Founded 1902

About Us ▾ Hair Loss ▾ Press & Events ▾ News ▾ Find a Trichologist ▾ Become a Trichologist Concerns About a Trichologist

Insurance Certificate - Step 5 of 6

Business Insurance Certificate

Click or drag files to this area to upload.
You can upload up to 3 files.

Please enclose a copy of your current Business Insurance Certificate for Our Records, this can be an electronic scan, this is a condition of Membership and must be up to date and on record.

Next

Privacy - Terms

STEP 6

This part of the form allows you to make the required membership declaration and payment for your annual membership fees.

TheInstituteofTrichologists®
Harley Street
Founded 1902

About Us ▾ Hair Loss ▾ Press & Events ▾ News ▾ Find a Trichologist ▾ Become a Trichologist Concerns About a Trichologist

Membership Declaration and Renewal Payment - Step 6 of 6

Print Name *

First Last

Signed *

Date *

Billing Address *

Address Line 1

Address Line 2

City State / Province / Region

Postal Code Country

--- Select country ---

Privacy - Terms

Select which membership type you are (a full member or retired member). Secure payments can be made by card directly on this section of the form via the IOT's Stripe.

TheInstituteofTrichologists®
Harley Street
Founded 1902

About Us ▾ Hair Loss ▾ Press & Events ▾ News ▾ Find a Trichologist ▾ Become a Trichologist Concerns About a Trichologist

Membership Payment

Please select your membership type and make payment for your annual membership fee below. Secure payments can be made using credit or debit card, via the IOT's Stripe Checkout. Once you have submitted your registration/membership form and payment, you will receive a copy of your form and payment receipt via email.

Membership Register 2023/2024: I wish to be registered as (please select one box) *

A Full Member - £379.50

We are still offering split payment plans to members where 50% of the annual membership fee is due now and 50% of the annual membership fee is due on 31st December 2023. Please contact us on admin@trichologists.org.uk if you wish to pay in split payments.

Total
£379.50

Payment Details *

Card number MM / YY CVC

Card

Name on Card

Stripe secure checkout - Please make payment for your annual membership fee using a debit or credit card.

Submit

Privacy - Terms

Once completed, a receipt for your payment will be emailed directly to you, along with a copy of your membership renewal form.

THE IOT REGISTRANT APP

The IOT have developed a brand-new registrant app that works in-conjunction with the IOT’s registrant portal. Your login credentials for the app will be the same, and any resources in the registrant’s portal will be available in the app.

Information such as notifications, profile information and more will be synced between the app and the portal automatically.

TABLE OF CONTENTS

<i>IOT Website and App User Manual</i>	1
The IOT Registrant App	25
App Download	25
App Login	26
App Homepage and Navigation	26
Community Area	29
Registering for Webinars	31
Membership Renewals	32

APP DOWNLOAD

The IOT registrant app is available for iPhone and Android on the Apple and Google App stores. The app is called ‘The IOT’, and to download, click the following links, or scan the QR code below:

Apple App Store: <https://apps.apple.com/us/app/the-iot/id6479173451>

Google Play Store:

https://play.google.com/store/apps/details?id=com.theinstituteoftrichologists.app&pcampaignid=web_share

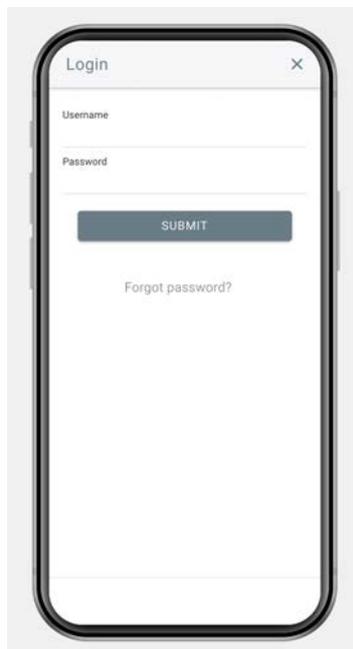


APP LOGIN

Similar to the IOT's registrant portal, the app can only be accessed by logged in users. All registrants have their own individual credentials to allow access to the portal and app (the credentials are the same for both), which have been provided by the IOT previously. Your username will be your email, and you should have previously set your own password.

If you are having problems accessing the app or logging in, or need your credentials resetting, please contact us on admin@trichologists.org.uk.

When you open the app, this screen will be the first one you see. To login, enter your username and password and click submit.

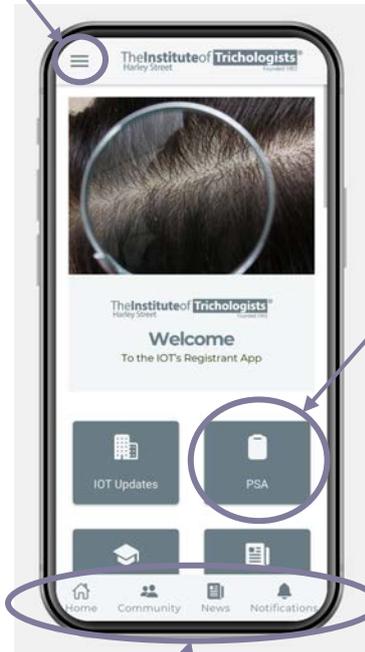


APP HOMEPAGE AND NAVIGATION

Once logged in, you will be taken to the homepage. From the homepage and throughout the app, there will be links to the different areas of the app via the following:

- The menu tab along the bottom of the app which takes you to the key areas of the app (home, community, news and notifications). This menu is visible on every page.
- Side menu where you can access every page on the app by pressing the three lines in the top left corner of the app. This opens a side screen with the app's full menu, and this is accessible on every page of the app.
- Select buttons on the homepage of the app which take you to a selection of the main pages.

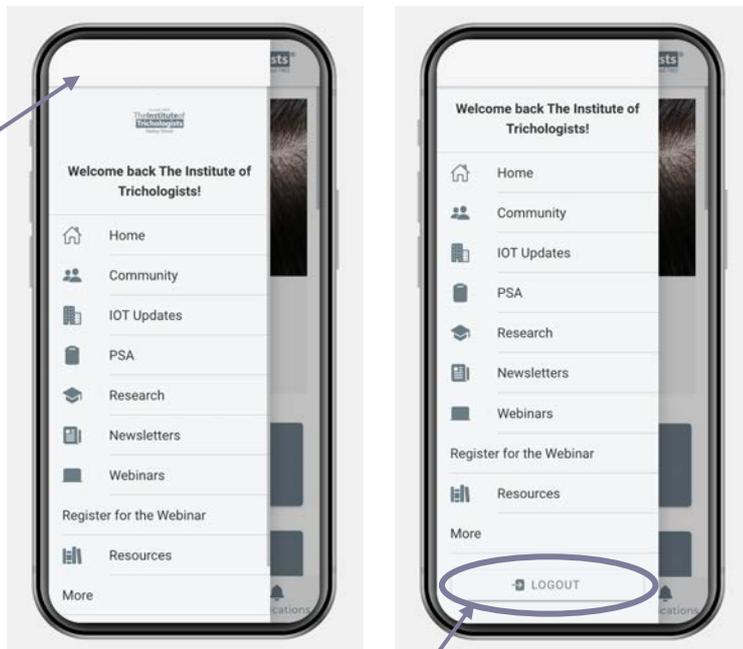
Click here to access the side menu



Select buttons on the homepage of the app which take you to a selection of the main pages

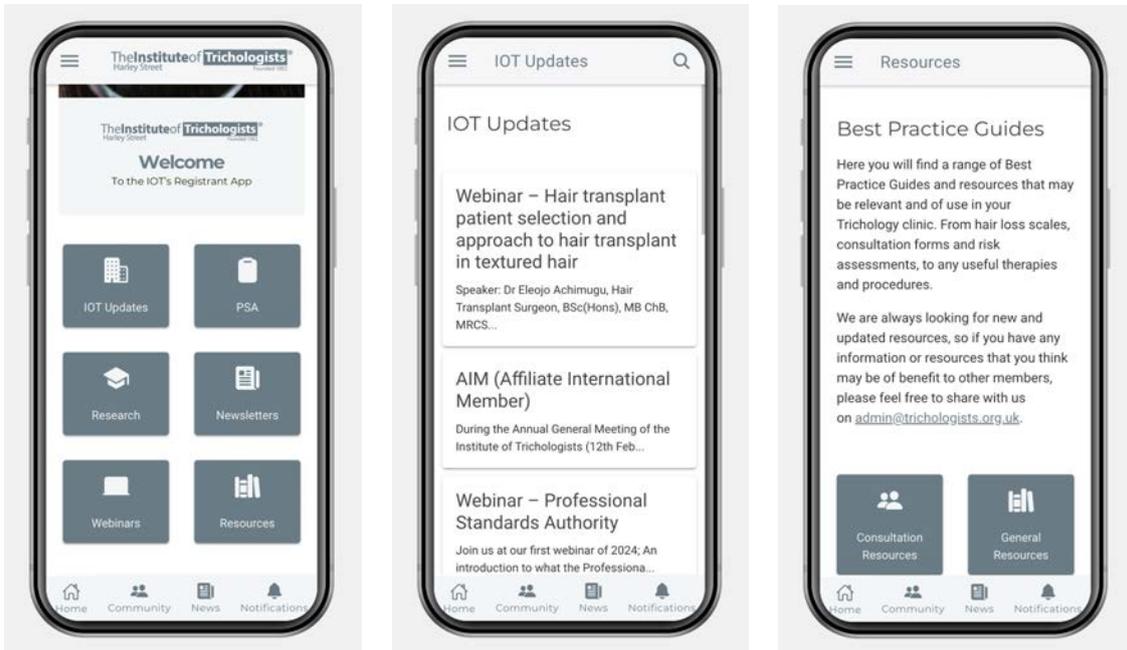
The menu tab along the bottom of the app which takes you to the key areas of the app, this menu is visible on every page

Pressing the three lines will open this side menu with the app's full menu, and this is accessible on every page

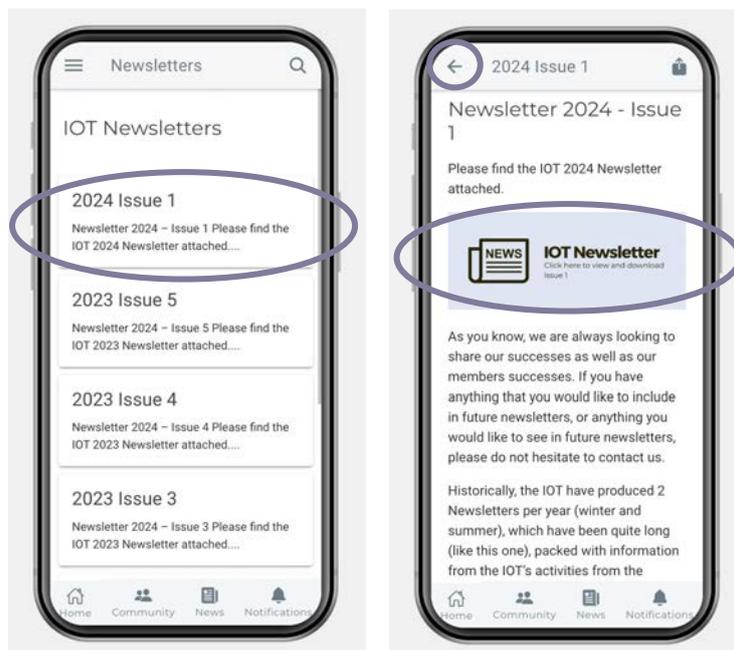


To logout, scroll down to the bottom of the side menu and press the 'Logout' button. Unless this is clicked, the app will remain logged in so you should not have to keep entering your login details when you open the app.

From the homepage, you will also be able to access registrant resources, such as best practice guides, view upcoming events, access newsletters, view recent registrant communications and IOT updates, and more. To access these, click on the relevant buttons.

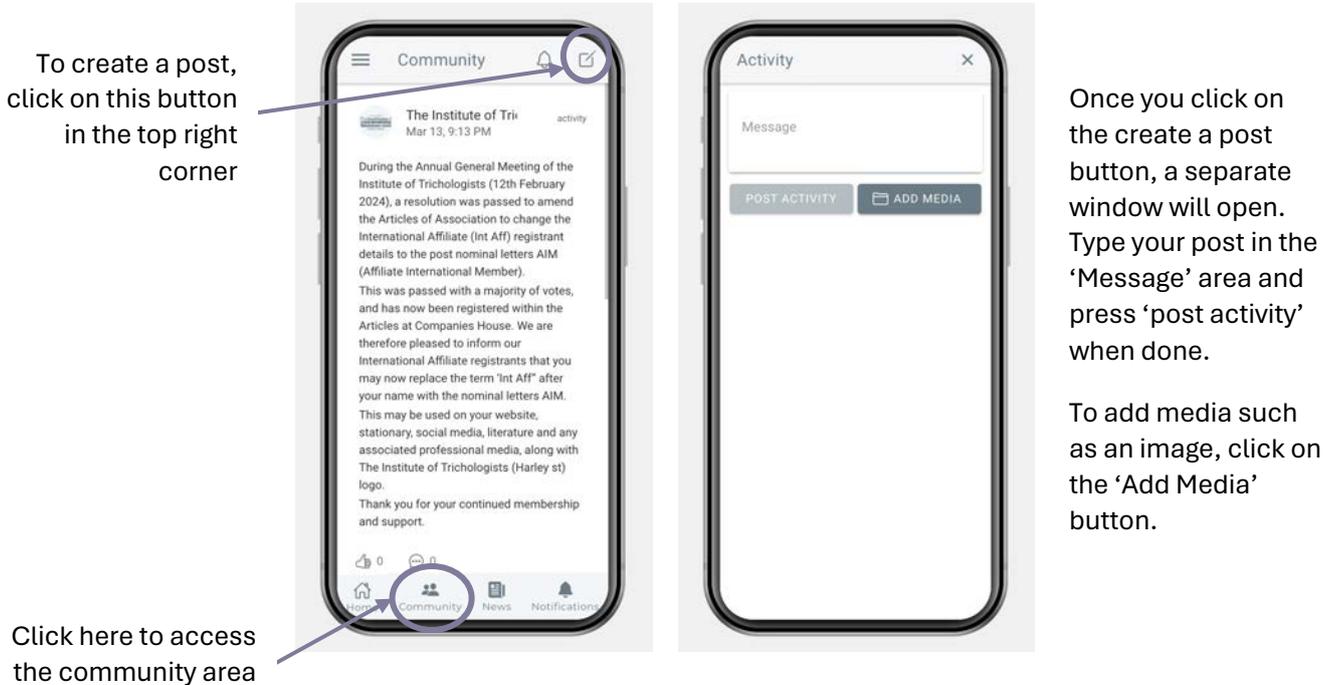


In sections such as IOT updates, research and newsletters, there will be a list of additional posts that you will be able to click to bring up more information. For example, in the newsletters section, if you click on the box that says '2024 Issue 1', it will bring up a secondary page where you can view and download that particular newsletter as a PDF file. To go back to the section, press the back arrow in the top left corner.

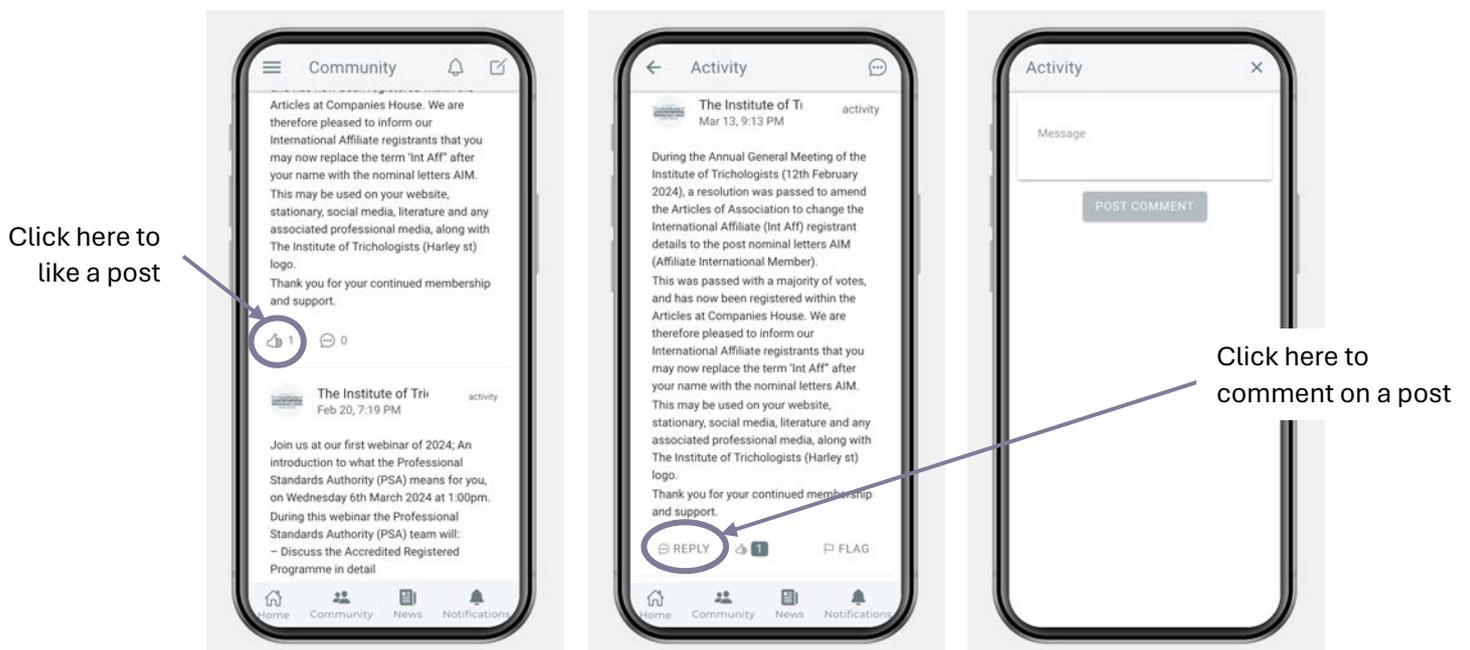


COMMUNITY AREA

The community area can be accessed via the side menu, or by pressing the community button in the tab menu along the bottom. All posts, comments and likes etc are synced with the community area in the portal area of the IOT website, so whatever is posted in the portal will be visible in the app and vice versa.



To like or comment on other people's posts, press the buttons underneath the post you wish to interact with. The thumbs up button is to like, and the speech mark button is to post a comment. Once you click on the speech button, it will bring up a separate window for you to compose and post your reply.



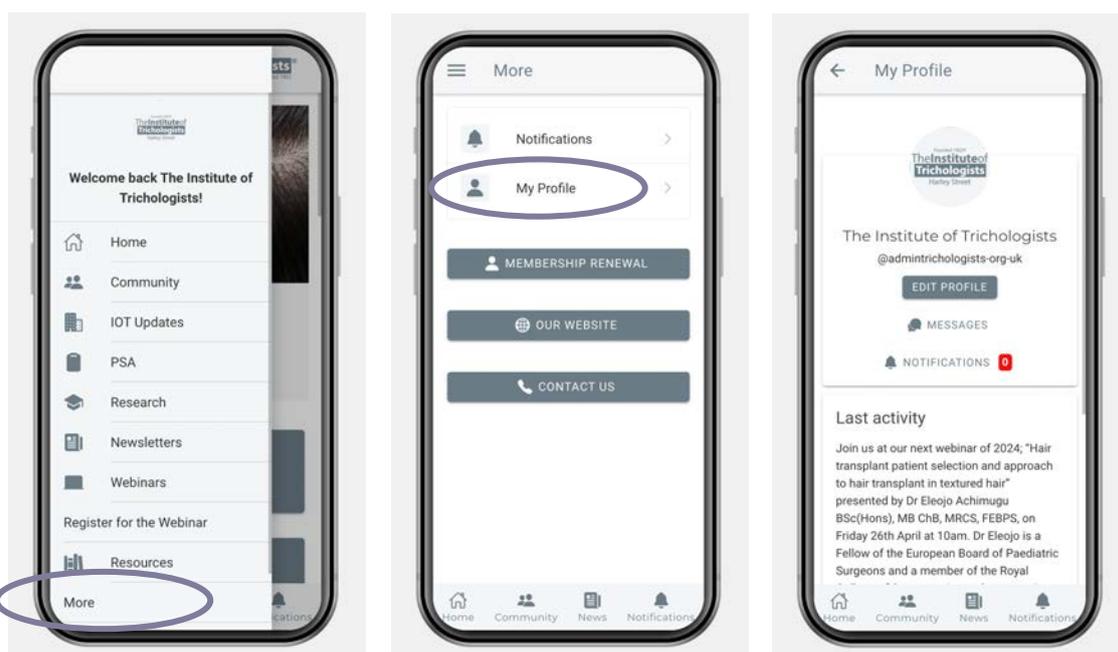
Registrant Profile

To access your profile, open the side menu, scroll down to **'More'** and click on **'My Profile'**. In your profile, you will see your basic information such as your name, nickname (your unique identifier), and profile picture (this is not required). You will also be able to see if you have any notifications.

PLEASE NOTE: If you post in the community area, all other registrants in the community area will be able to see your name, nickname and your profile photo if you chose to upload one.

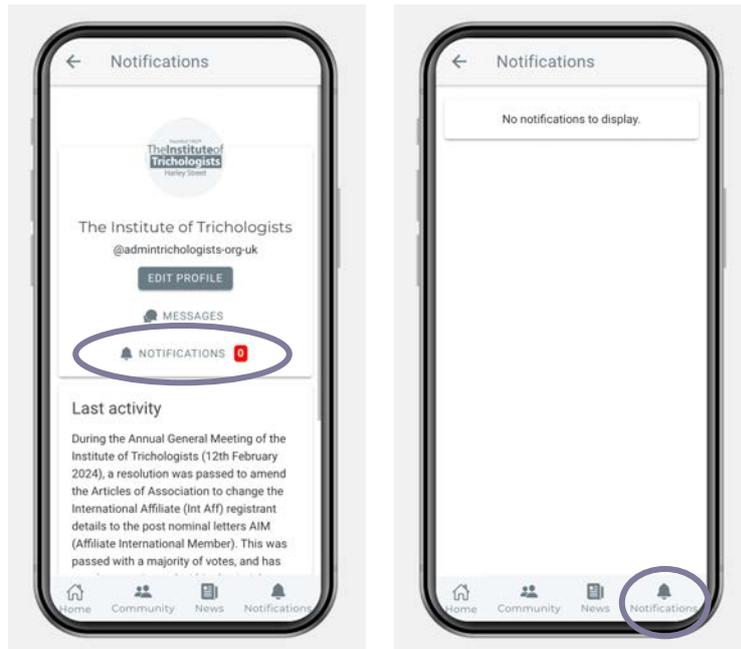
MAKING CHANGES TO YOUR INFORMATION

Unfortunately, you will only be able to make changes to your name and profile photo from the app. In order to do this, please click the **'Edit Profile'** button. To make further changes, you will need to login to the registrant's portal on the IOT website (please follow the instructions above).



Notifications

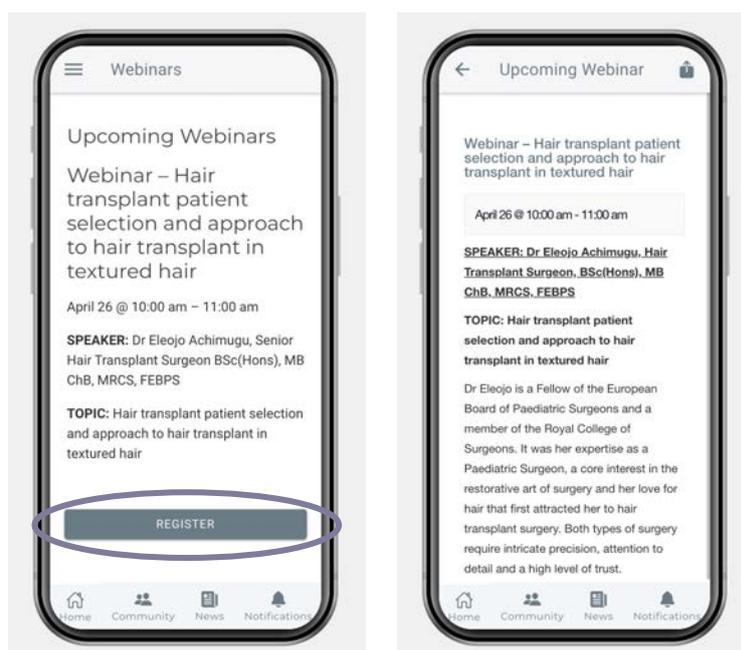
Your notifications can be accessed via the side menu, by pressing the community button in the tab menu along the bottom, or via your profile.



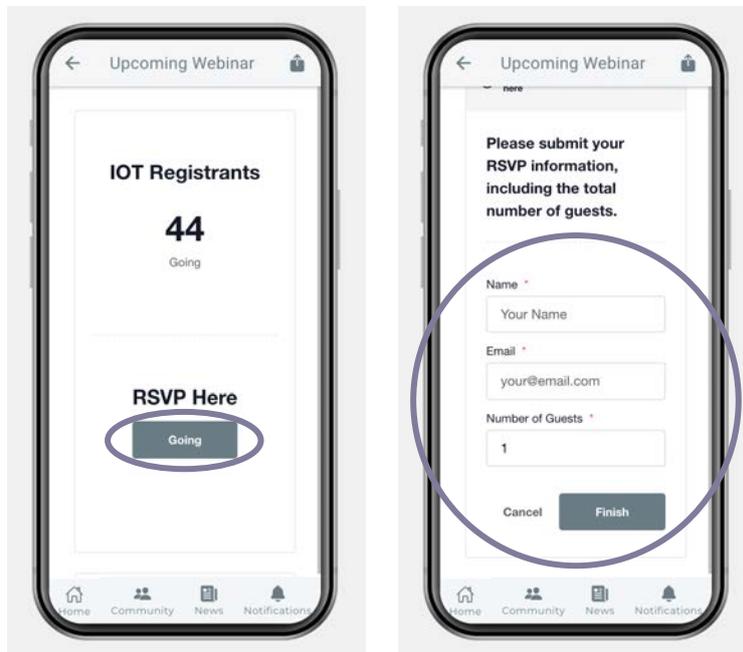
REGISTERING FOR WEBINARS

You can now register for our IOT webinars directly from the IOT app. To access registration for webinars, to go **'Webinars'** either from the side menu or from the homepage.

Underneath a brief description of each webinar, there will be a 'register' button. Press this to bring up additional information and to register for the webinar.

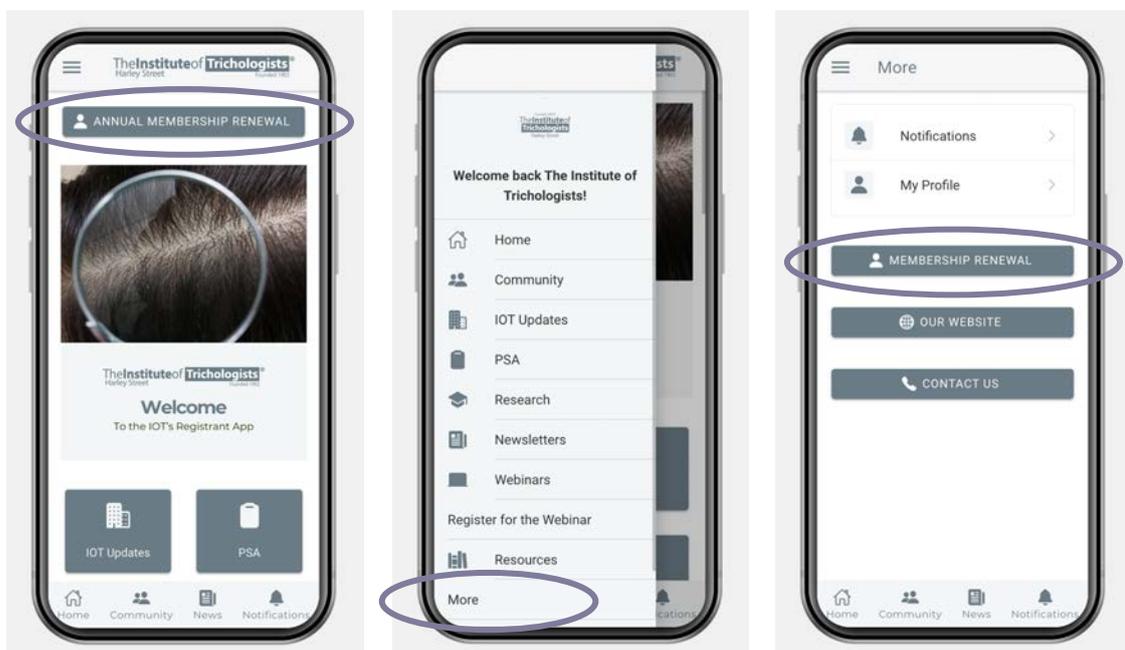


Once on the specific webinar page, scroll down to the section that says **'RSVP Here'**. To register, click the **'Going'** button, and it will ask you to enter your name and email address. Once entered, click **'Finish'**. You will then be registered for the webinar, and will be sent a confirmation email with further information on it.



MEMBERSHIP RENEWALS

Annual membership renewals can now also be completed on the app. When membership renewals are due, there will be a 'Annual Membership Renewal' button along the top of the homepage, which will take you directly to the membership renewal form. This can also be accessed by going to the side menu and scrolling down to more.



The form is identical to the form in the registrant’s portal. For help with filling out the form, please visit the instructions in the portal section above.

