How to Register State of California Employees for SAS® Software Training in Sacramento by Sierra Information Services

Dear Training Coordinator:
Here are the simple and easy procedures to follow which will ensure a smooth enrollment process for our training classes. Please take a few minutes to read it before completing your team's enrollments.

On-Line Registration System

- All registrations for our seminars at taken via our online registration system. Go to http://www.sierrainformation.com/seminars_public.php and you will see a column showing the dates we are offering training in Sacramento. There is also a link from that page to the registration system for our Sacramento classes.
- This system is easy to use and generates all necessary documents to complete the process. The system also offers multiple links to printable copies of our State Payee Data Record Form and Drug Free Workplace Certification, as well as a printable receipt/invoice.
- Please enter all seminar registrations for one person on one registration form. Do not create separate registration records for the same person attending multiple classes.
- We must ask that you please follow carefully the instructions as to where to place the ATTENDEE's email address (see below) to ensure a successful registration.
- We will not know to expect your attendees at our seminars unless their registration is entered in our system.

Enrollment Confirmation via Email

- Attendees and Training Coordinators receive an immediate confirmation via email once the enrollment is completed. A follow-up/reminder email is sent about a week before the class(es) for which the attendee is enrolled. The confirmation email includes a link to a printable map to the seminar location, start and end times for the classes, and all other information the attendee needs to know about the sessions for which they are registered.

Payee Data Record and Drug Free Workplace Certification

- These documents are available as printable PDFs from the links that are placed throughout the online registration system as well at the bottom of our company web site home page at www.sierrainformation.com. **Please save time and money by obtaining copies of these forms from the registration system and/or web site rather than calling us for them…thanks!**

Invoicing and Payment

- Payment is due in advance of seminar attendance. **We do NOT invoice after attendance**. The on-line system (see above) generates a printable invoice that you can use to obtain a Revolving Fund check, which we must receive in advance of attendance. Please let us know if there will be a delay in processing payment for your attendees. We reserve the right to deny attendance to attendees for whom payment has not been received in advance.

Attendee Email Address and Emergency Contact Information

- **It is essential that you please follow the instructions as to where to place the ATTENDEE's email address** at the start of the registration process. You will have an opportunity to supply your email address later on in the registration process, and you will receive the same email confirmations and reminders as does the registered attendee.
- We ask for the name and phone number of someone other than the attendee we can reach during the day if your attendee is absent or becomes ill. *Please do not put the attendee's work telephone number or personal cell phone number in the "emergency contact phone number" field.*

Our Mailing Address and Telephone Number

- Please send Revolving Fund checks to us at:
  - Sierra Information Services 19229 Sonoma Hwy PMB 264 Sonoma, CA 95476
- Our telephone number is 707 996 7380