

[Date]



Dear TechSETS Training Participant,

We look forward to welcoming you to the TechSETS project training session this [Day and Date], from [Start time] to [End time] at [Location name and address].

It is important that all participants be registered TechSETS members, as this is the only way for you to participate interactively with the online resources we will be covering. Our records show that your name is not currently listed in the TechSETS Member directory. This could either be due to your choosing not to be listed (as indicated in your Member Options), or it could be due to your being a **new** TechSETS user.

If you are not already a registered TechSETS member, we ask that you please complete your free registration prior to the training session (see directions below).

To create a new TechSETS account:

- 1) Go to www.techsets.org
- 2) Click on the "Members" tab across the top of the screen
- 3) Click on Member Registration (blue box on the right of the screen)
- 4) Create a User Name and Password, following the guidelines on the screen
- 5) Fill out your Member Profile information
- 6) Fill out your Options information (whether or not you would like your contact information listed in the Member Directory)

Please note that if you select, "No, do not make any of my information available", your name as well as your contact information will be excluded from the online TechSETS Member directory.

If you are already a registered TechSETS member, please conduct a trial login to be sure you remember your User Name and Password. If you have forgotten your password, you may click on the "Forgot Your User Name or Password?" button on the member login screen to automatically e-mail your password to yourself.

Please email me if you encounter any questions or problems in establishing or verifying your login information.

Thank you,