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## Bookwhen Instructions

The instructions are very easy. Scroll through the list of dates and click on the meeting you would like to attend. Keep in mind one is for **In-person** and the other is for **Teams online** so make sure when clicking you are clicking the correct training.

Once you have chosen your date and your attendance preference then on the right you will see and click the **Select** button.

Choose the number of people you would like to register for that training. Click on **View Selections**. This will take you to a new screen. If you need to add or subtract a person, do so here. When you have the correct number of people, click **Book Now**.

You will be asked for your email address. Click on **Continue** and enter the full name of the participant and Fire Department or Organization. These are required fields so don't skip this step. Click **Continue**.

If you opted to sign up more than one person you will fill out another full name and Fire Department for each additional attendee.

When completed, you will see a **Booking Complete** screen. This will show the booking details and additional information. An email will be sent to you with the booking details, physical address (in-person attendance) or the Teams link (online attendance) and any additional information to the email you provided. If each attendee needs an email confirmation, we recommend signing up individually for the trainings.

If you have any questions about the registration process please reach out to Sarah Brown at [sarah2.brown@wisconsin.gov](mailto:sarah2.brown@wisconsin.gov) or Gary Peck at [gary.peck@wisconsin.gov](mailto:gary.peck@wisconsin.gov) for assistance.