

Registering for an Event

What you need to know:

- To register for an event, you need to have an account in the portal.
- Any event you register for through your portal will automatically be added to your continuing education after your attendance is confirmed.

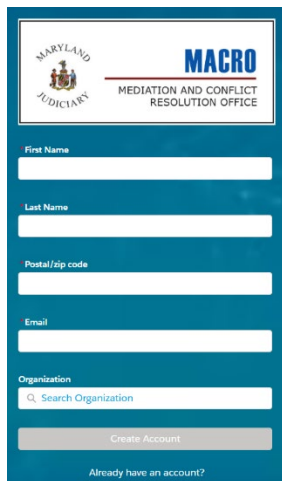


Create an account: Go to <https://mmacro.my.site.com/LightningMemberPortal/s/login/>

Already have an account? Skip to page 2.

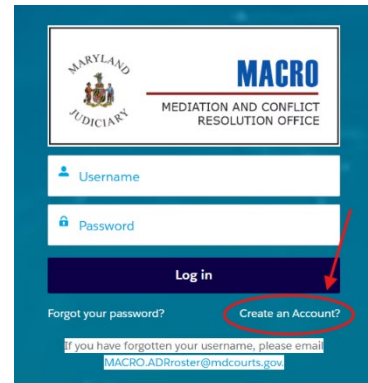
Select "Create an Account."

Enter the required information, please note the "Organization" section is optional.



Be sure to use an accessible email.

An email will be delivered to the address provided that contains a link to setup your account password. Please allow at least 5 minutes for this email to be delivered.




The link to setup a password will expire in 72 hours.

Dear Roger,

Welcome to the Maryland Judiciary's portal for mediators and ADR practitioners. This system is used by the Mediation and Conflict Resolution Office to manage the Maryland Program for Mediator Excellence, the circuit court ADR practitioner roster applications, and continuing education reporting.

To view your profile and get started, click the link below. Your username is the email address to which this message was delivered. You will be asked to set up a password prior to logging in.

https://mmacro.my.site.com/LightningMemberPortal/login?c=w1Er_xvCBzsdQpnTfQJJ_r0fBqiv0.Nk8_QIEyfqRr.8wTs4KIga8_7uhjLAeywl.KFRimtPP8nitXeYNE8ybpKFGuvQzh1s2huPnkRpPhWYRh3b7dm.W2sqEIVxgaCq7a0opiM5PJ.p9lL3N4geHyjOal.y6EuSZph4SBz7SOkun2xw3vMDMHb9sxXp0lAP7FTKlh

* This link will expire in 72 hours.

Create a password with the required components: it must contain at least 8 characters, 1 uppercase letter, 1 lowercase letter, and 1 number. We recommend using a phrase or saying.

Occasionally, the Fonteva platform will require you to reset your password for security purposes.



Change Your Password

Enter a new password for **mmsmc.jennifer@gmail.com**. Make sure to include at least:

- ☐ 8 characters
- ☐ 1 uppercase letter
- ☐ 1 lowercase letter
- ☐ 1 number

* New Password

* Confirm New Password

*required

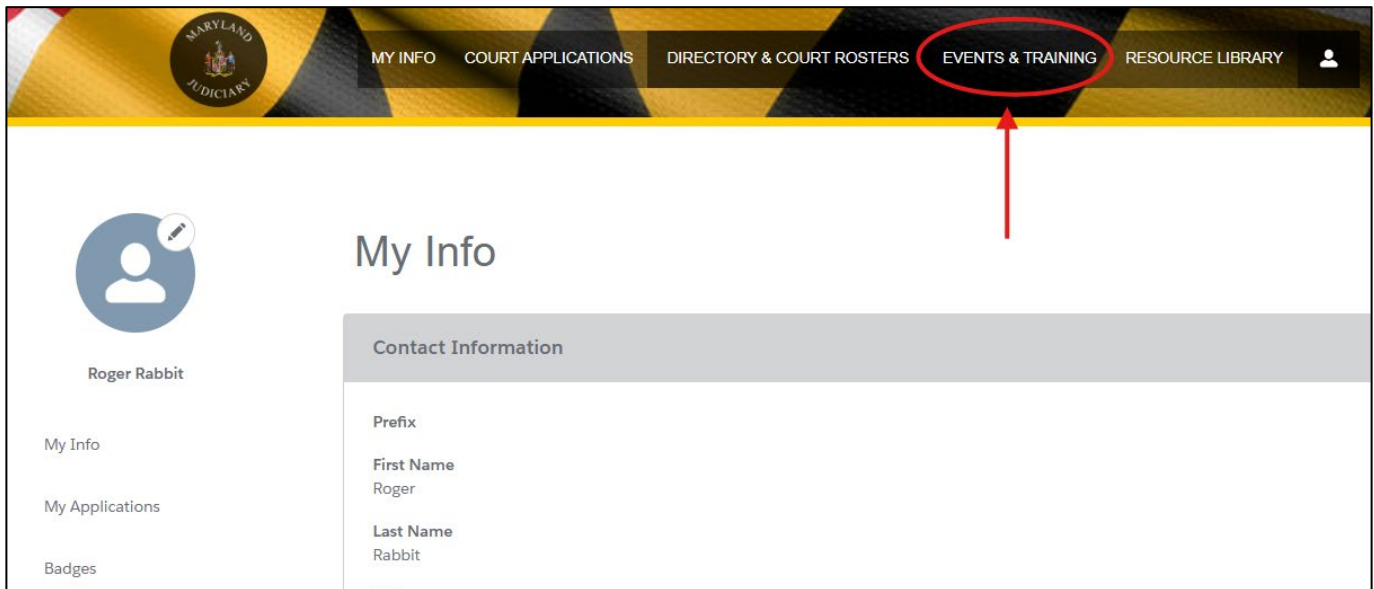
Change Password

Congratulations, you have successfully created your online account!

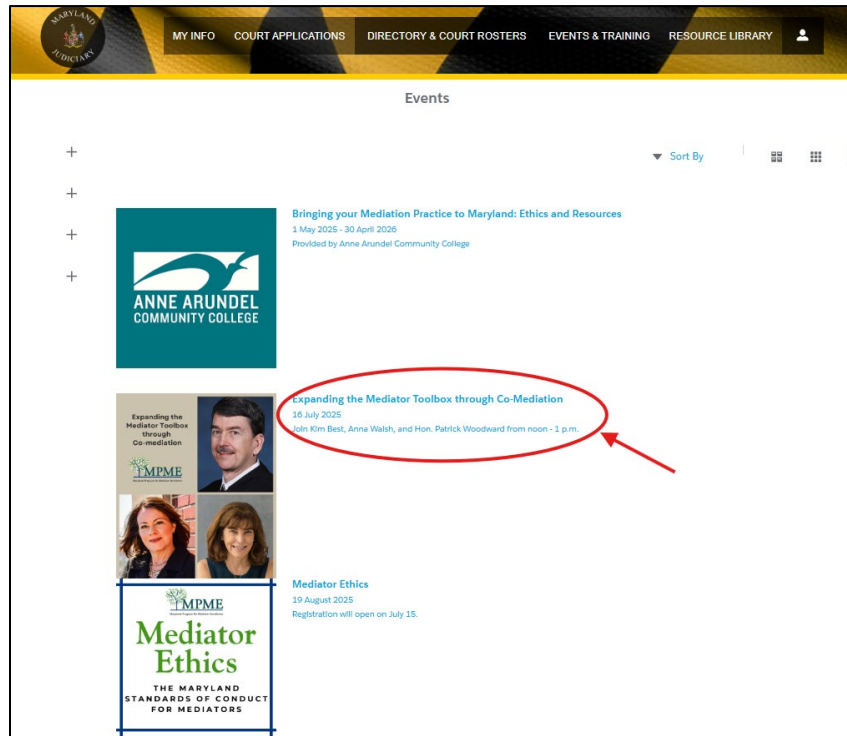
For those with existing accounts, please use this link to log-in:

<https://mmacro.my.site.com/LightningMemberPortal/s/login/>

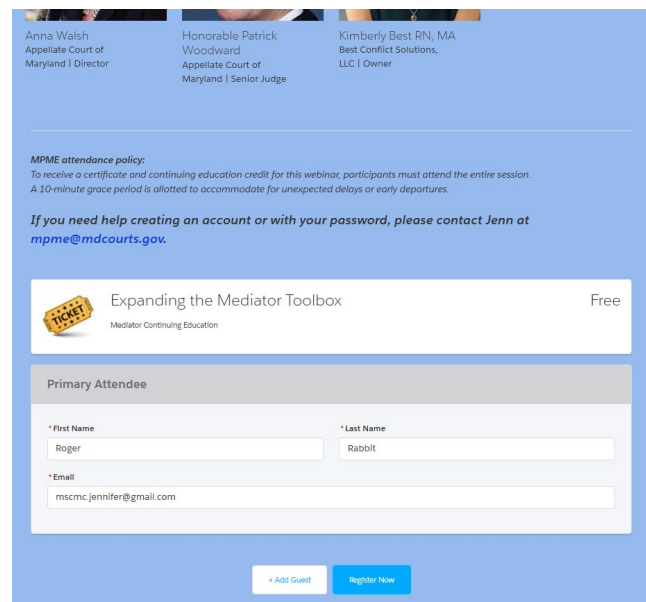
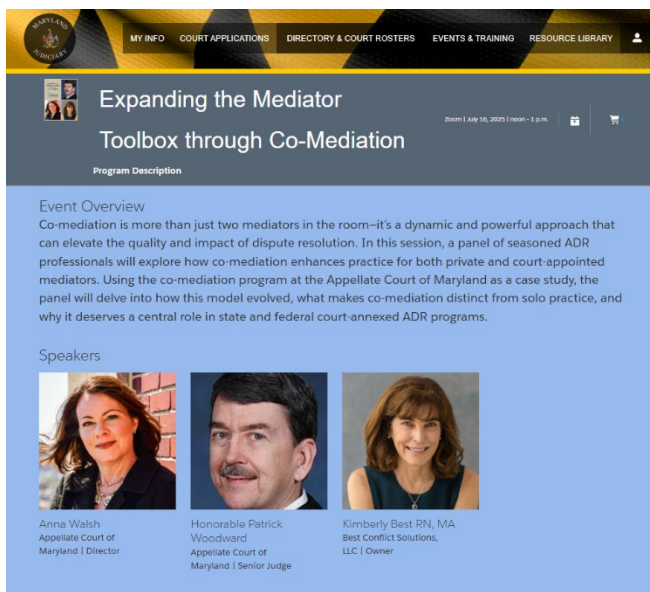
You will now be directed to your online profile. Follow the link to “Events and Training” at the top of the page.



Navigate to the Events and Training page and click on the blue text next to the event you want to register to attend.



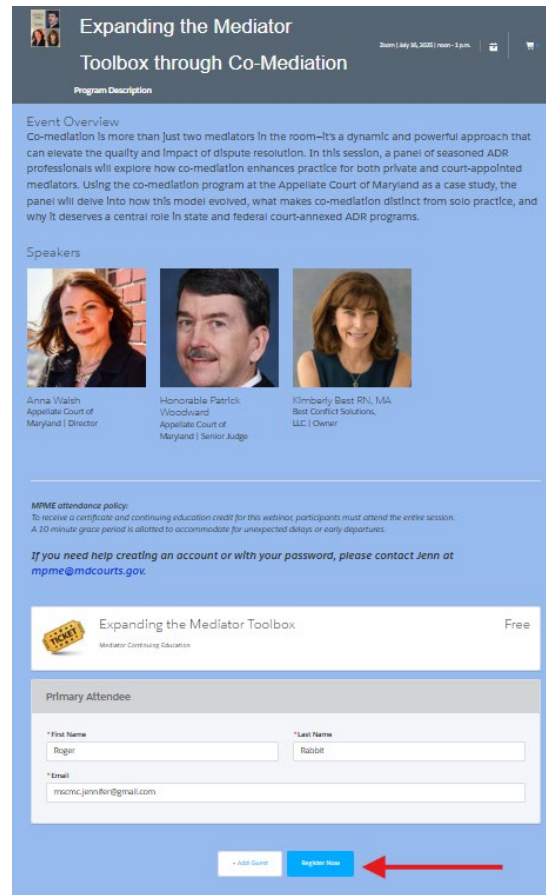
The event overview, speaker information, and registration section are found here. You may need to scroll down to see the entire page.



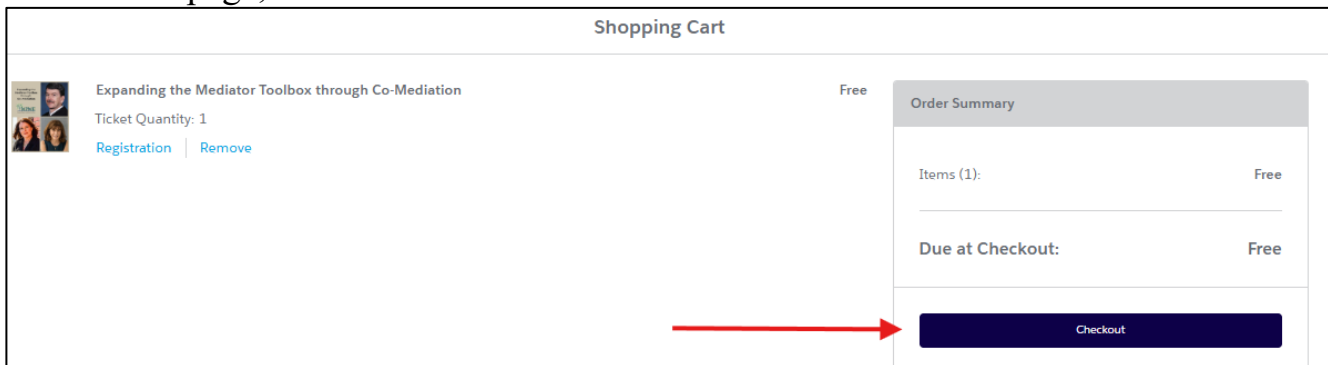
View of the whole screen when Zoom is at 33%

Your information will be prepopulated in the registration section. Simply click the blue “Register Now” button at the bottom of the page to move to the next step.

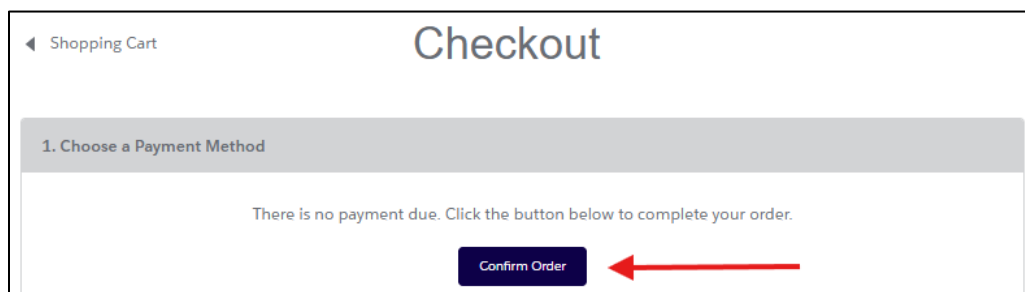
Click the “Register Now” button only once, it may take a few moments to process.



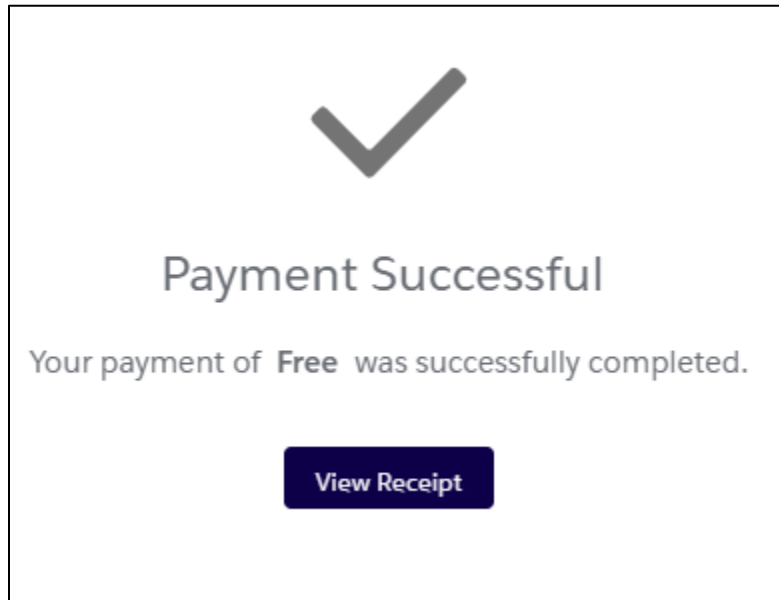
On the next page, select “Checkout.”



Then, the last step is to select “Confirm Order.”



This message will appear when you are successfully registered for the event. You will also receive a confirmation email and a second email containing the Zoom information to access the event, if applicable.



In order to ensure receipt of these emails, please add mpme@mdcourts.gov and no-reply@zoomgov.com to your trusted contacts.