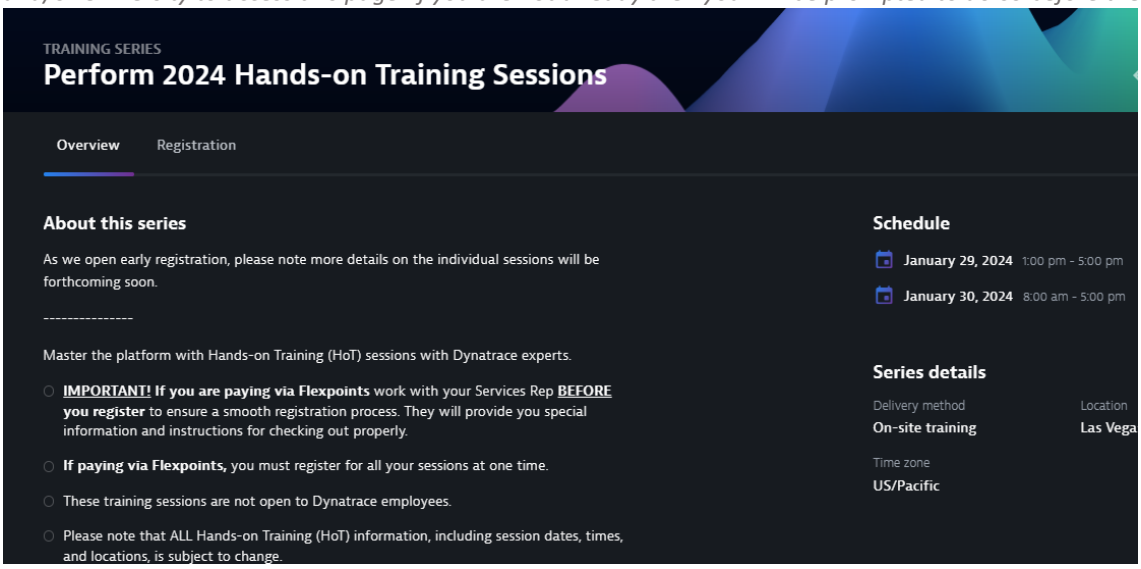
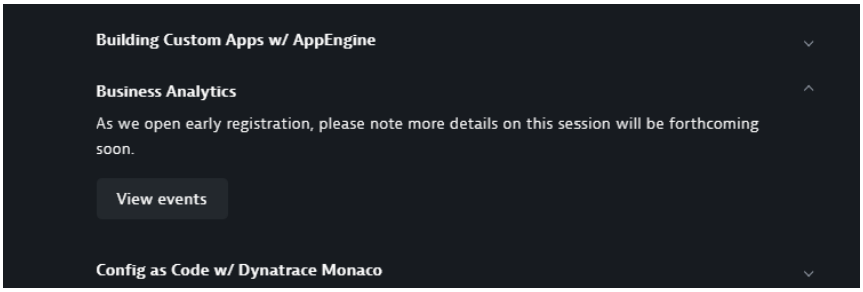
dynatrace
PERFORM

How to register for Perform 2024 HOT Sessions

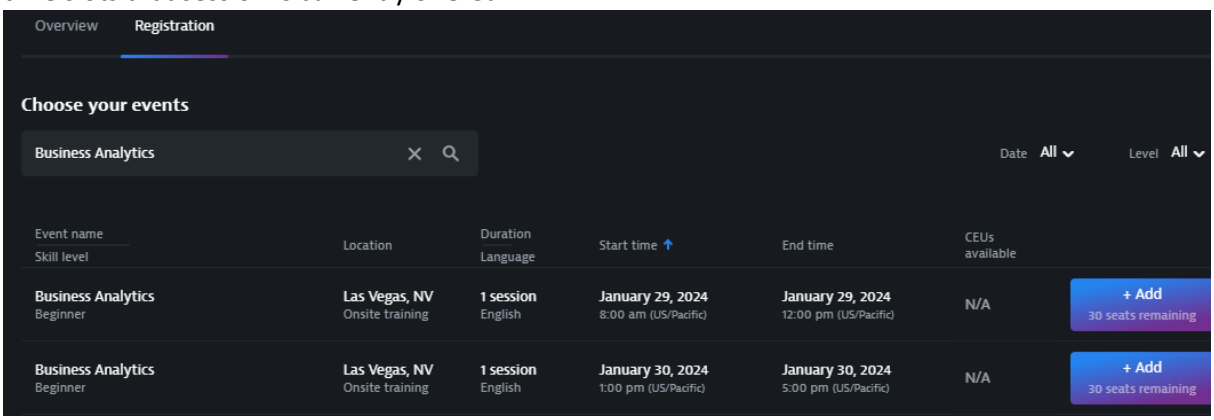
1. Access the Perform 2024 Hands-on Training Sessions page after you register for the onsite Perform conference event. The link can be found in your Perform confirmation email or if paying via Flexpoints in your email with your special payment codes. The Perform 2024 Hands-on Training Session page will display.
   NOTE: You must be logged in with your Dynatrace account you use for Dynatrace Services such as Community, Support and/or University to access this page. If you are not already then you will be prompted to do so before the page will display.



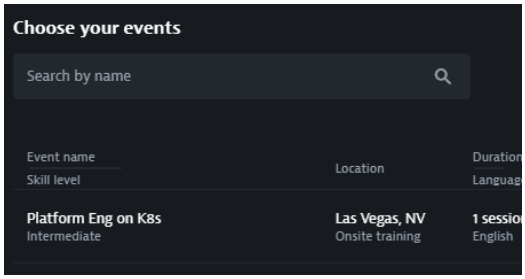
2. Review the information on the *Overview* tab which as you scroll down will see that it includes a list of the sessions being offered under *Available training*.
3. Next you can perform one of these two actions, and can even switch between them:
   - Click a session you are interested in under *Available training*. It will expand to show additional information and a **View Events** call to action button.



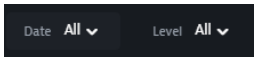
     i. Click **View Events**. This will take you to the *Registration* tab and display a filtered view of the time slots that session is currently offered.



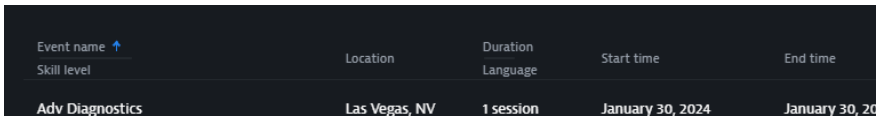
- Click the *Registration* tab. Under Choose your events all the sessions being offered for all the different time slots will be listed. You have multiple options you can use here as well to review sessions and figure out which you want to register for
    - Type in the *Search by name* field with keywords from the *session (event) name*.



    - Filter by *Date* or *Level*.

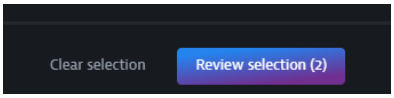


    - Sort the list of sessions by clicking on the headings: *session (event) name*, *start time*, or *end time*.

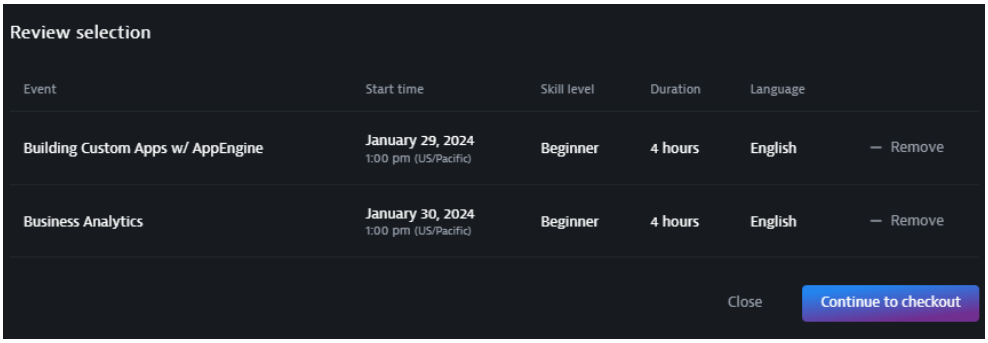


    - Scroll down and use the arrows at the bottom of the session list to go through all the sessions.

4. Once you see a session you want to register for, click **+Add**.
5. Repeat steps 3 to 4 for selecting additional sessions if attending more than one session.
   NOTE: If paying via Flexpoints, you must register for all your sessions at one time.
6. After selecting all of your sessions, click **Review selection(#)** located at the bottom of the page.



7. A Review selection window will display.

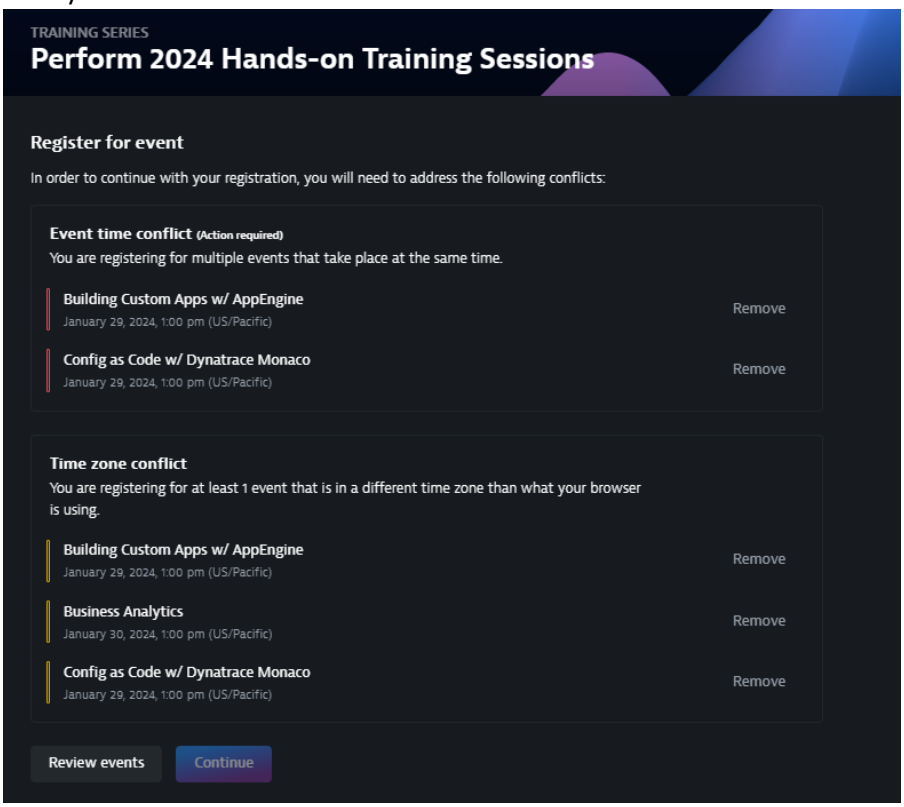


   Ensure that the correct sessions are displayed and that you didn't pick any sessions that are happening at the same time.

    - If you need to change your sessions,
        i. Click **Close**.
        ii. Click **Remove** next to the session you want to remove.
            NOTE: Alternatively, you can remove the session in the Review selection window and then click Close to go pick a different session or proceed if decide only need to move forward with the sessions listed after removing the sessions or sessions in the Review selection window.
        iii. Repeat steps 3 to 4 to select a new session and then click **Continue to checkout**.

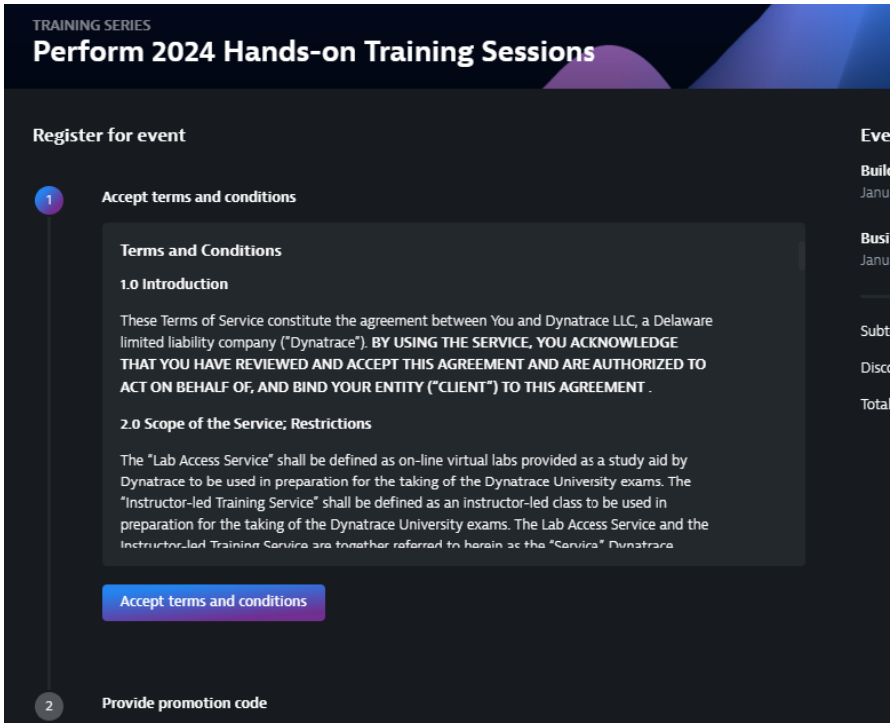
- If you are all set, then click **Continue to checkout**.

8. Next you will either be taken to the checkout or have one or both of these messages appear:

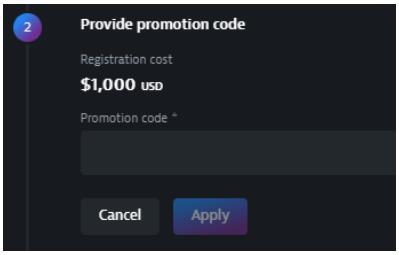


Use these steps to resolve or progress past them:

- Event time conflict (Action required). This occurs because two sessions were selected that occurring at the same time.
    i. Click **Review events** to remove one of the sessions happening at the same time and start again at steps 3 to 4 to add a session back in or the same session that is not happening at the same time as one you have selected.
- Time zone conflict. This occurs because you are not located in the Pacific time zone (or your web browser isn't set to the Pacific time zone. This is to warn you that you are signing up for training that is outside of your set time zone. This is a feature we have on all our training events in case folks miss the time zone information on an event to be sure they intended to register for one outside of their time zone.
    i. Click **Continue**.



9. The final registration and checkout page will display. Step 1 is to review the education services terms and conditions and once reviewed, click to **Accept terms and conditions**.
10. Next you will either apply the promo code you were given to pay with Flexpoints contract or pay via credit card:
    - Paying with Promo code for Flexpoints contract
        i. Under step 2, *Provide promotion code*, and click **Apply promotion code**. The promotion code field will display.



        ii. Enter or copy into the field the promo code you were given.
        iii. Click **Apply**.
    - Paying via Credit Card
        i. Click **Continue**. The *Choose payment method* step 3 will display.
        ii. Click **Credit card**.
        iii. Click **Select method**.
        iv. Enter your credit card information as appropriate in the *Cardholder name* and *Credit or debit card* fields.
        v. Click *Review Payment*.
11. The complete registration step 5 will display:
    - If paid via promo code, click **Confirm**.
    - If you paid via credit card, click **Complete registration**.

If you have questions or need additional assistance regarding the registration process for Perform 2024 HOT Sessions, please reach out to Perform.HotDay@dynatrace.com.