

## POSTING TO THE VIDEOCONFERENCING SITE DIRECTORY

Anyone having videoconferencing capabilities can easily have their site(s) or organization posted in this database.

### 1. View the Benefits of Registering your Organization. Click **Begin your Free Registration Now**

#### Organizational Registration Benefits for Videoconferencing

- Organization Registration on [www.cilc.org](http://www.cilc.org) is free and enables an organization to
- request programs through [www.cilc.org](http://www.cilc.org) using a PIN.
  - receive acknowledgement and confirmation of requested programs.
  - track history and status of program requests.
  - contribute to the CILC Star and Thumbs Up program ratings.
  - be listed in the CILC Videoconferencing Site Directory.
  - utilize all administrative tools from any internet access point.

OPTIONAL: If you are responsible for multiple buildings, you may register each one individually.

[Begin Your Free Registration Now](#)

### 2. Member Profile

If you already have a member profile on [www.cilc.org](http://www.cilc.org), this information will automatically be filled in, giving you the opportunity to update it. If you do not yet have a member profile, you will now create one.

#### Member Profile

**█** = Required Fields

#### Member Profile

Username:

**█** |dcolavita

E-Mail Address:

**█** |dcolavita@c11c.org

Confirm your E-Mail Address:

**█** |dcolavita@c11c.org

Alternate E-Mail Address:

First Name:

**█** |Dawn

Last Name:

### 3. Billing Authorization

You will be asked to give billing information related to your site/organization. This information is shared **ONLY** with a content provider from whom you may request a program through [www.cilc.org](http://www.cilc.org). If you never request a program, it is never shared, but it must be completed for you to have your site entered in the Videoconferencing Site Directory.

Billing information is **NOT** posted live to the web site.

#### Billing Authorization Form

To continue completing your Site Membership, it is necessary for you to submit a Billing Authorization

This Billing Authorization Form certifies that the appropriate party has authorized CILC to issue a PIN to the site in understanding that by using the CILC authorized PIN I agree to:

- Be financially responsible for any fees associated with requested programming
- List my site in the CILC website Videoconferencing Site Directory
- Submit programming requests through the CILC website [www.cilc.org](http://www.cilc.org)

**█** = Required Fields

I understand and agree to the terms listed above

Site Scheduler Name:

**█** |Dawn Colavita

Site Country:

### 4. Site/Organization Added

Once you have completed the information, your site is automatically added to the Videoconferencing Site Directory. In addition, you will receive an email with a PIN which allows you to register for a content provider program on [www.cilc.org](http://www.cilc.org).