

From the site front page, click on the Register button at the bottom of the page.

The next screen will ask you to enter your first name, last name and email address (or to confirm that you are the individual named if you have already entered the system).

If the volunteer does not wish to provide an email address, simply enter an alias (for example noaddress@somewhere.com). If you have email addresses, please enter them accurately.

Click next to continue.

The next screen will collect personal information. You are not required to complete the company and title sections, but you may.

The next section asks for contact information. Though it requests “work address,” this is the section for you to enter the volunteer’s (or your) preferred contact address and phone number.

The next section asks for registration information, including meal preferences and ADA accommodation needs.

The last section of this page is an option to provide invitations to additional people by entering names and email addresses. You may even add a personal message to be sent with the standardized invitation to the conference.

Click next to continue.

The next screen will ask you to select a registration option and shows the current price structure.

Once you have selected the registration type, click next to continue.

The next screen provides a summary of the current registration. On the left in a gray text box, a list of all those entered in the current session will be listed. From this screen you may choose to add another person, to cancel the entire registration, or to be finished adding people. When you have entered your entire delegation, click on finish adding people.

The next screen is information for payment submission. It will list the individuals registered and ask you to select a payment option of “pay by mail” or “pay by IDT.” If you choose to pay by IDT, a comment box will appear for you to provide an account code for processing by our staff.

NOTE – if you are entering yourself or other staff members for whom you will be paying by IDT, you will need to “finish” these registrations for that payment type,

the begin another session to enter those for whom you will be entering for payment by check.

Click Finish to complete the process.

You will receive an email confirmation and invoice. If you have entered multiple registrants, please note that you will receive all of their confirmation codes rather than these codes going directly to them.