

Our new online registration system allows you to register one or more people for one or more events, using a credit card, in a single transaction.

1. Select an event you want to register for. At the bottom of the conference or workshop description, select either the NYSAIS member or nonmember registration. Notice the discount for registering at least 2 weeks prior to the event.

Registration and Credit Card Payment
Fee includes Continental breakfast, lunch and all materials

Early Registration Fees apply until 2 weeks before the event

- NYSAIS members - \$150.00 - [Register Here](#)
- Non-members - \$175.00 - [Register Here](#)

Regular Registration Fees apply within 2 weeks of the event

- NYSAIS members - \$165.00 - [Register Here](#)
- Non-members - \$200.00 - [Register Here](#)

* Note: Payment is by credit card only.

2. A screen with basic information will appear: click **“Register”** and you will be taken to the login page.

Banana Splits - Member Registration [< Back to List](#)

Date:	Nov 04, 2009	Retail Price:	¥165.00
Time:	10:00 AM - 3:30 PM	Your Price:	\$150.00
Location:	Friends Seminary, NYC	Savings:	9 %
Instructor:	Valerie Raymond	Discount for early registration applies until 2 weeks before the event.	
Status:	Space Available	Register >>	

3. If this is your first time to register, you'll need to create an account, just as you would for any online retailer. Use your email address for your username, and create a password. The next time you come to register, just login with your email address and password.

SITE LOGIN

Please login below.

Username:

Password:

Login

[Forget your username/password?](#)

NEW USERS

If you've never registered here before, please supply the following information and click continue.

First Name:

Last Name:

Email Address:

Choose Password:

Verify Password:

Continue

4. Now select **“Add a new attendee”** from the **“Please select attendee”** dropdown menu and click **“Add”**.

You are currently registering no attendees for **Banana Splits - Member Registration**. Please add an attendee above.

<< Detail View

-- Please select attendee -- **Add**

5. If your school is a **NYSAIS member, select it** from the dropdown menu. (If your school is not listed, go back and choose the **“Nonmember Registration”**

Add the following attendee:

Member School*

*Non-member schools please select the "Non-Member school" option and complete the School Name field.

School Name

First Name*

Last Name*

Email (attendee)

Title/Position

Please specify

Grades
(Please check all that apply)

form. Then type your school name in the space provided.) Complete the form and click **“Add attendee”**. Once you have registered an attendee, that person is stored in your account and can be selected from the attendee dropdown list in the future.

- The next screen lists the person you just registered. Continue adding attendees for this event. From this screen you can

The following attendees are currently being registered for **Banana Splits - Member Registration**. After adding all attendees, click Proceed to Checkout.

First Name	Last Name	
Bill	Bryce	remove edit events
Dane	Peters	remove edit events
Sally	Smith	remove edit events

-- Please select attendee -- **Add**

< [Continue Browsing](#) **Proceed to Checkout >**

remove or edit attendees, or see a list of the events for which a particular attendee is registered by clicking **“events”** next to the person’s name.

In this example, Dane Peters has been registered for 3 events. This screen can be printed or copied and emailed to Dane.

Registration Schedule: **Dane Peters**

Registration NOT completed for the following (view cart):

- Professional Development Liaisons Workshop - Member Registration**
Date: October 15, 2009
Location: Brick Church School, NYC
- Annual Conference for Heads**
Date: November 04 - 06, 2009
Location: Mohonk Mountain House
- Banana Splits - Member Registration**
Date: November 04, 2009
Location: Friends Seminary, NYC

You can **“Continue Browsing”**, selecting another event from the list on the green banner to the left of the screen. This list contains all events for which registration is open. Follow the steps above to build attendee lists for your selected events.

- Once you have registered all the attendees for all of the relevant events, **“Proceed to Checkout”**. This screen calculates the total due, and lists the attendees for each event. Here you can edit the attendees using the blue pencil, or delete the entire event registration using the red **“X”**.

SKU	Item Description	Unit Price	Qty	Total
ID862	Professional Development Liaisons Workshop - Member Registration Date: Oct 15, 2009 Time: 12:00 PM - 4:00 PM Location: Brick Church School, NYC Dane Peters	\$30.00	1	\$30.00
ID860	Annual Conference for Heads Date: Nov 04 - 06, 2009 Location: Mohonk Mountain House Dane Peters	\$285.00	1	\$285.00
ID863	Banana Splits - Member Registration Date: Nov 04, 2009 Time: 10:00 AM - 3:30 PM Location: Friends Seminary, NYC Bill Bryce Dane Peters Sally Smith	\$150.00	3	\$450.00
Subtotal				\$765.00

< [Continue Browsing](#) **Checkout >**

8. Click “**Checkout**” and fill in the billing information associated with the credit card you are using, and click “continue”. This information will be saved in your account, so you won’t have to retype it.
9. The final step is to check over the list of events and attendees for this order. This is your last chance to make changes, and this is a good page to print for your records.

[edit cart](#)

SKU	Item Description	Unit Price	Qty	Total
ID862	Professional Development Liaisons Workshop - Member Registration Date: Oct 15, 2009 Time: 12:00 PM - 4:00 PM Location: Brick Church School, NYC Dane Peters	\$30.00	1	\$30.00
ID860	Annual Conference for Heads Date: Nov 04 - 06, 2009 Location: Mohonk Mountain House Dane Peters	\$285.00	1	\$285.00
ID863	Banana Splits - Member Registration Date: Nov 04, 2009 Time: 10:00 AM - 3:30 PM Location: Friends Seminary, NYC Bill Bryce Dane Peters Sally Smith	\$150.00	3	\$450.00
Subtotal				\$765.00
Shipping				---
Tax				\$0.00
Total				\$765.00

PAYMENT OPTIONS

Secure Credit Card

Card Type -- select --	Card Number <input type="text"/>	Exp. Date <input type="text"/>
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Finish Checkout

10. Fill in your credit card information, and “**Finish Checkout**”.