

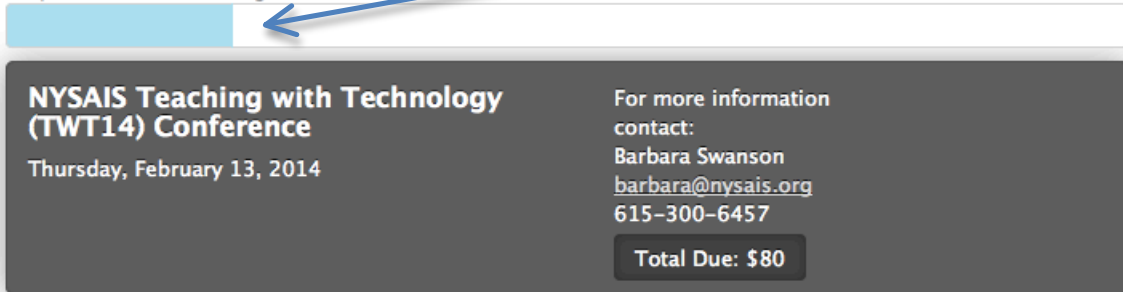
2014 NYSAIS Event Registration Users Guide

Our new, revised online registration system allows you to register yourself (the **registrant**) or one or more other people (**attendees**) for events, using a credit card, in a single transaction. The **Registrant** is the person filling out the form and submitting a credit card. **Attendees** are people other than yourself whom you are registering.

Lets get started. You must complete the process and submit payment within one hour of beginning, or you will need to begin again.

1. From the calendar, select an event you want to register for. At the bottom of the conference or workshop description, select the **Register Here** or **Registration and Credit Card Payment** link. Notice the discount for registering at least 2 weeks prior to the event. Some events have volume or bulk discount rates. There is a modest surcharge for registering within 2 days of the event, so be sure to register early to get the best price.
2. A screen with basic information will appear, including a **progress bar** at the top.


Step 1 of 5: Attendee Registration



The screenshot shows a registration progress bar at the top with a blue arrow pointing to the first step, "Step 1 of 5: Attendee Registration". Below the bar is a dark grey box containing event information. On the left, it says "NYSAIS Teaching with Technology (TWT14) Conference" and "Thursday, February 13, 2014". On the right, it says "For more information contact: Barbara Swanson", followed by the email "barbara@nysais.org" and phone number "615-300-6457". At the bottom right of the box is a button that says "Total Due: \$80".

Event Details

Expand the Event Details button for more information.

- Under the event details is the form to enter attendee names from NYSAIS member schools or non-member schools. Click the  button to open a space, or use the **+** or **-** buttons to add or remove spaces. Then fill in the form. Members select the **school name** from the dropdown. Non-members type the school name in the space provided.

Member	Details +	- 1 +	\$80.00								
<table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email Address</th> <th>Member School</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Please Select...</td> </tr> </tbody> </table>				First Name	Last Name	Email Address	Member School	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please Select...
First Name	Last Name	Email Address	Member School								
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please Select...								
<input type="button" value="Quick Add"/> Login to add attendees from your profile											
Non-Member	Details +	- 0 +	\$125.00								
Presenter	Details +	- 0 +	\$0.00								
Total		1	\$80.00								

Attendee Spaces Available: 399

- There is a **Quick Add** button for registered users. This is a great time saver if you typically register the same attendees over and over for various events. When you have registered them once, they will be on your profile list of available people. You must be **logged in** to use this feature.

If you already have an account on this website, you shouldn't need to create a new one. 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 school email address for your username, and create a password. The next time you come to register, just login with your email address and password – although your computer will probably remember you.

SITE LOGIN

Please login below.

Username

Password

[Forgot 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

- Once you have registered a few people, they will appear on your profile list. Clicking **Quick Add** opens your list, and you just need to check the names of those you want to register for this event. If the person you wish to register is not on your list, fill out the form on the screen.
- The **fees** listed are “today's prices”. The cost goes up 2 weeks before an event, and again 2 days before the event. So early registration is suggested. The system will calculate the total for you. If bulk pricing is available, the discount will automatically be calculated when you reach the required number of attendees.

- If the event has sessions or workshops, attendees may be required to register for them in the next section. Notice **“Choose Sessions For:”** followed by the attendee name. When all workshops have been selected, for that attendee, scroll to the bottom and click.

Choose Sessions For: **Barbara Swanson** Total session cost for Barbara : \$0.00
barbara@nysais.org

Proceed with all attendees. When you are done, click

- For each attendee, we collect a little information (such as: Title, grades taught, subjects taught) to help with conference organization. We might ask additional questions relevant to the event. Fill out the form and click “Submit”.

Session 1 (10:00 – 11:00 AM)

Date	Time (EST)	Name	Seats	Location	Presenter	Attend
		1 Must Have iPad Apps:				
Feb 13, 2014	10:00 AM – 11:00 AM	Explain Everything and SMARTBoard Notebook (-)	25		Giurissa Grace	<input type="radio"/>
Description:						
Grades 5–12						

- The next screen is a **Registration Summary**. If workshops / sessions were selected, as in this example, they will be included.

- If other attendees were registered, their information would be included as well. Billing information (name and address of the person filling out the form (**Registrant**) is at the bottom of the screen. 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.

Registration Summary

Barbara Swanson		Price
Attendee		\$80.00
Session 1 (10:00 – 11:00 AM): 2 Flipping Learning 101 using Google Drive, Camtasia Video Software and Quia quizzes		\$0.00
Session 2 (11:15 – 12:15): 20 Do iPads Enhance Proficiency? Results of a 1:1 iPad Pilot		\$0.00
Session 3 (1:15 – 2:15): 33 Music Composition as Experience: New Composition Strategies for the Modern Classroom		\$0.00
Session 4 (2:30 – 3:30): 50 Using SocialBook in the Classroom		\$0.00
Barbara Swanson Total:		\$80.00
Registration Sub Total:		\$80.00

- The final step is to fill in your credit card information, and

- You will see a confirmation screen, and confirmation will be sent to **you** (the **registrant**, i.e. the person filling out the form) and / or any other **attendees** you have registered.

Please let us know if anything is amok, awry, or just plain confusing. We want the system to serve us all well, and there are ways we can adjust it. Contact Barbara@nysais.org