

2010 NCATA Conference Online Registration Instructions

Go to www.teacherassistants.org, **Conference Page**, and click on **Register Now**. You MUST log in to the web site to register. Just follow the instructions on the login page. Once logged in, go to the **Online Store**. Find **NCATA 28th Annual Conference** and click "Select" to register.

Step 1: Confirm your Registration Information and choose your workshop sessions.

Select your conference workshop sessions at the bottom of the registration page. Click through all six pages of workshops to make your choices for Friday and Saturday. Sessions are listed in order by date and starting time. Be sure to match the code of the workshop you want (ex. F2-105) to the one you select online. Use the Workshop Planner (in Conference Newsletter and on conference web page) to help you determine your workshop schedule.

☞ **Once you've chosen your workshops, click "Add to Cart" at the bottom of the page.**

Step 2 (Optional): Add 2010 Member Dues or Guest Banquet Tickets to your shopping cart.

- **Not a Member?** If you are not a 2010 member, you must buy a 2010 membership to get the discounted conference registration fee. Click "**Continue Shopping**" once you've added Conference Reg to your cart, select the appropriate membership in the online store, and add the membership to your cart.
- **Want to bring a guest to the banquet?** Click "**Continue Shopping**" once you've added Conference Reg to your cart, select **NCATA 28th Annual Conference - NCATA Banquet**, and add it to your cart. (You can also add banquet guests by clicking on that listing at the bottom of page 6 of the session list.)

Step 3: Review and edit your Shopping Cart.

Your shopping cart will appear with your conference registration purchase, a list of workshops you've chosen, and anything else (membership, banquet tickets) you might be purchasing.

☞ **If you are satisfied with the items in your shopping cart, click "Check Out."**

- **If you do not see all your workshops listed or if you need to make changes**, click on the words "**NCATA 28th Annual Conference**" to go back to the previous page. Change your registration choices, click "**Add to Cart**," then "**Check out**" to move on.

Step 4: Confirm your billing address.

If you are paying by credit card, select or add the address to which the credit card statement is mailed. If your school or school system is paying for your registration, select "home address." This allows us to view your records by your name rather than school name. You'll have a chance to enter School and/or purchase order information on the next page. ☞ **Click "Next" at the bottom of this page.**

Step 5: Enter your payment method and information.

- **Credit card:** Select "**Credit Card**" from the Payment Method drop-down box, and enter the requested information.
- **School Pay/Purchase Order:** If your school/school system is paying for your registration with a check, select the **Purchase Order** option from the Payment Method drop-down. Enter a Purchase Order number, which represents a promise on behalf of the buyer (you) to ensure payment of this order. The person at your school/school system responsible for payment may already have a Purchase Order number for you to enter. If they do not, enter the name of the organization that will be sending a check to cover your registration fee. If we do not receive your registration payment by April 10, 2009, your registration will be cancelled.

☞ **Once your payment information is entered, click "Next."**

Step 6: Review and submit your registration on the Order Details page.

This is your final chance to review and edit your order. At the bottom of the page, you can choose to have a purchase confirmation (receipt) sent to you AND to another email address. If your school/school system is paying for your registration, you may want to send a copy of your purchase confirmation to the person responsible for that payment. Above all, **you MUST click the "Submit Order" button at the bottom of this page to finalize your registration.** Add ncata@teacherassistants.org to your "safe senders" list in your email program to make sure our emails gets through to you.

☞ **Click "Submit Order" to finalize your registration.**

More than one person registering? If multiple people are registering using the same computer, be sure to log out of the web site before the next person registers. They will need to log in as themselves to register. 2009 members should be able to log in without creating a new profile, using their primary email address and the default password of [ncata1](http://ncata1.com).

Questions? Call the NCATA office toll-free (800-979-2077) or email us at ncata@teacherassistants.org.