

2012 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**.

Step 1: In store, click *NCATA 30th Annual Conference* to begin registration. You'll see your registration fee listed. Click "Next" at the bottom of the page if the fee is correct.

- **Not a Member?** If you are not a 2012 member and want to get the discounted rate, STOP!! You must buy a 2012 membership to get the discounted conference registration fee. Cancel your conference registration and go back to the Online Store. Select the appropriate membership in the online store, and add the membership to your cart. Complete the entire checkout process. You must purchase a membership **BEFORE** you can register for conference to get the discounted rate.

Step 2: Confirm your Registration Information and then click "NEXT" to choose your workshop sessions.

Select your conference workshop sessions. Click through all six pages of workshops to make your choices for Friday (pgs 1-3) and Saturday (pgs 3-6). Sessions are listed in order by date and starting time. 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. You can click on the "Conference Agenda" tab to see the workshops you've selected to keep up with your choices. Click back to the "Available Sessions" tab to continue making selections.

☞ **Once you've chosen all your workshops, click "NEXT" at the bottom of the page.**

- **Want to bring a guest to the banquet?** Go to page 6 of the Workshop list – "Banquet Guest" is listed as the last session on the page. Select the Banquet Guest "session" and then click NEXT. If you want to buy more than one ticket, you may adjust the quantity in the online cart.

Step 3: Confirm and Submit Your Conference Registration.

Your conference registration will appear showing the list of workshops you've chosen. If the workshops are correct, click "REGISTER NOW" at bottom of the page to continue.

☞ **If you are satisfied with your registration, click "Register Now" to continue to shopping cart.**

- If you need to add or change your workshops, click "PREVIOUS" to go back to the workshop selection pages. Be sure to clear unwanted workshops (by un-clicking their box) so that you can make additional selections.

Step 4: Proceed to Checkout & Confirm your billing address.

Click "Proceed to Checkout" once you've reviewed the Registration in your shopping cart. 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** later 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 16, 2012, your registration will be cancelled.

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

Step 6: Review and submit your registration on the Confirmation 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, log out of the web site before the next person registers. Everyone must log in as themselves to register. Current members should be able to log in using their primary email address and their password (or the default password of **ncata1**).

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