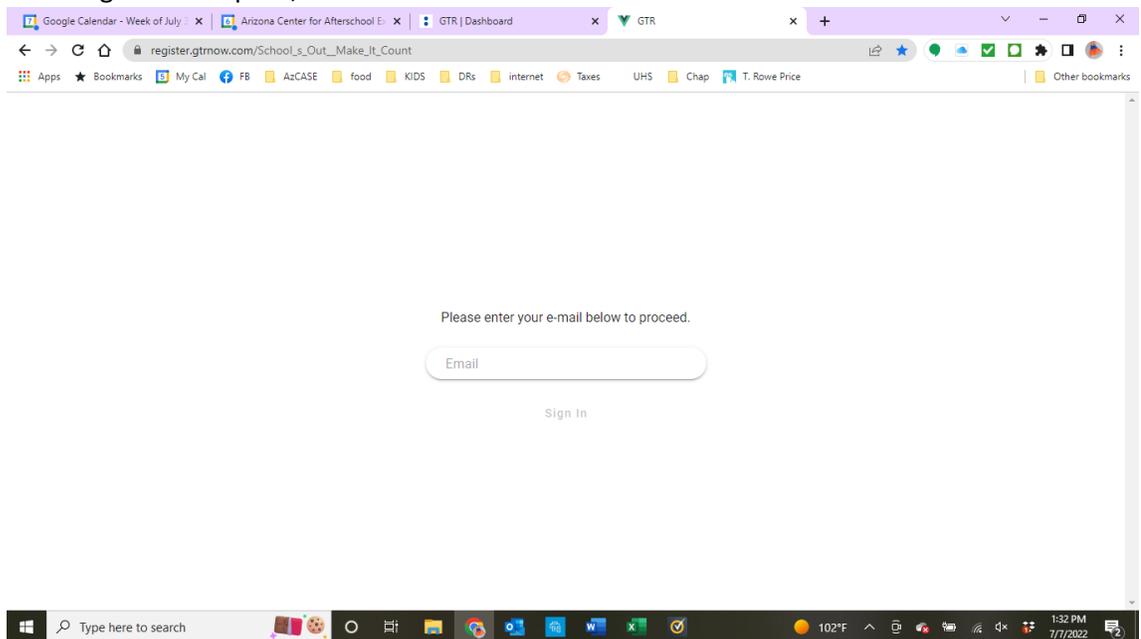




REGISTER ONLINE USING THESE DIRECTIONS TO REGISTER 9 OR LESS ATTENDEES

1. Log onto azafterschool.org/conference
2. Scroll down and click on the yellow button that says REGISTER NOW
3. Once registration opens, it will look like this:



4. Scroll down and enter your email address, press the blue sign in button.
5. Scroll below the logo. Along the left side of the screen you will see a menu bar. You are now on the "Welcome" page.
6. Scroll down and select the blue button that says "Next".
7. The menu bar on the left of the screen will now indicate you are on the "Registration Type" page.
8. To register 1 to 9 attendees, select "Individual Registration".
9. Scroll down and select the blue "Next" button.

10.

The screenshot shows a web browser window with the URL register.gtmwcom/Schools/Out_Make_It_Count/register/2. The page displays a registration form with a sidebar menu on the left. The sidebar menu includes the following steps: Welcome, Registration Type, Basic Information (which is currently selected and highlighted in blue), Group Registration, Payment Method, and Receipt. The main content area of the form contains three input fields: 'First Name*', 'Last Name*', and 'Email*'. The 'Email*' field contains the text 'rtest@bradstock.com'. At the bottom of the form, there are three buttons: a red 'Cancel Registration' button, a blue 'Previous' button, and a blue 'Next' button.

Enter the attendee's first name, last name, and email address. The registration system sets up an account based upon the email address entered. If the same email address is used for multiple attendees it will only count as 1 attendee.

NOTE: If you are NOT registering for the conference, and you are registering for someone else to attend the conference, but you **do not** know the attendee's name or email address, enter your name and email address. Complete the registration and when you know the attendee's name and email address contact info@azafterschool.org to change the name and email address in the registration system. If you are registering for more than 1 person and have to enter your email address for more than 1 person, skip to the next "NOTE".

NOTE: If you are NOT registering for the conference, and you are registering for multiple people to attend the conference, but you **do not** know their names or email addresses, enter your first and last name, then enter a fake email address based on your company's email system and assign a number to each fake email.

Jane

Doe

1@yourcompany.com

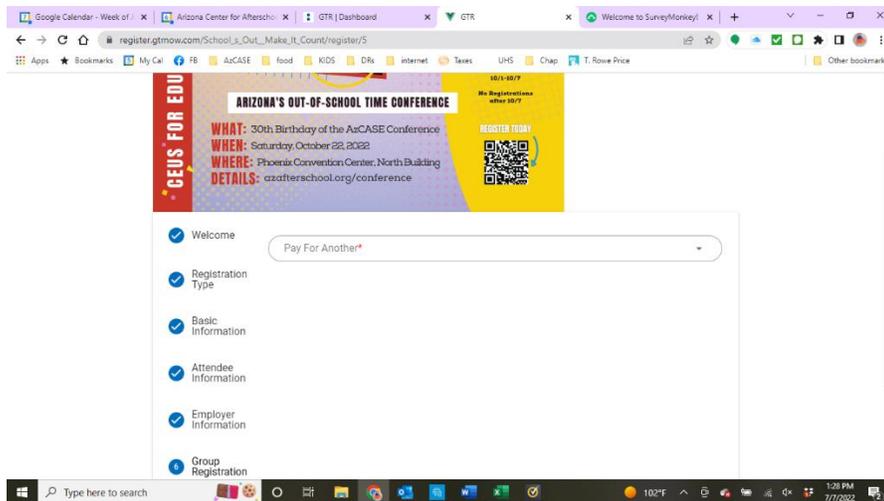
2@yourcompany.com

3@yourcompany.com

DO NOT USE THESE EMAIL ADDRESSES IN THIS EXAMPLE.

11. Scroll down and select the blue "Next" button.
12. The menu on the left now shows you are on the "Attendee Information" page.
13. Select the attendee's age range
14. Select the attendee's job type, if the job type is not one of the options, select other then complete the next line entering the job type.
15. Select the lunch choice (changes can be made up till October 10th).
16. Scroll down and select the blue "Next" button.
17. The menu on the left now shows you are on the "Employer Information" page.

18. Select if you work for a school or organization
19. Once you make your selection, another box should pop up with a drop down of selections for you to choose. If you select “other” another box will pop up for you to type in the name of your school or organization.
20. If you select school, complete your school selection under either “Public Elementary”, “Public Middle”, “Public High School”, “Charter Elementary”, “Charter Middle”, “Charter High School”, “Private School”. If you select “other” another box will pop up for you to type in the name of your school’s name.
21. Select your program name. If you select “other” another box will pop up for you to type in the name of your program.
22. Select the age range of youth in your program.
23. Enter your school’s or organization’s billing address completely.
24. Select if your program is a 21st CCLC grant program.
25. Agree to the Term & Conditions.
26. Scroll down and select the blue “Next” button.
27. If you are not going to register another attendee, select “No” from the drop down menu.
28. If you are going to register for another attendee, select “Yes” from the drop down menu.
29. Once you are complete with your registrations, select the blue “Next” button.



30. The menu on the left shows you are on the “Payment Method” page.
31. Select if you are paying by Credit Card or Purchase Order.
32. If you are paying by Credit Card complete the information to process payment.
33. If you are paying by Purchase Order, enter the Purchase Order number to complete registration. Without a Purchase Order number you cannot complete registration.
34. If you select Purchase Order, an invoice will be emailed to you with-in a few business days.
35. Each email address you registered will receive an email confirmation with directions on how to complete their registration.
36. The email address entered will get a confirmation of those registered.

