

SOUTHERN REGION SPRING CONFERENCE

WEB REGISTRATION INSTRUCTIONS

****To register online for the Southern Region Spring Conference, you must pay by credit card. Otherwise, please complete a copy of the registration form, which you'll find at the link below, and submit with your check.**

1. Go to: www.PSEA.org/SRLDC
2. Click: **Register Now**
3. Log in
4. Click: **Register Self**
5. Select your **Participant Type**
6. For **Room type** select:
 - a. **No accommodations**, if commuting
 - b. **FULL CONF-DBL**, for the entire conference, double occupancy
 - c. **FULL CONF-SGL**, for the entire conference, single occupancy
 - d. **HALF CONF-DBL-FRI**, for Friday night only, double occupancy
 - e. **HALF CONF-SGL-FRI**, for Friday night only, single occupancy
 - f. **HALF CONF-DBL-SAT**, for Sat night only, double occupancy
 - g. **HALF CONF-SGL-SAT**, for Sat night only, single occupancy
8. If staying overnight, choose corresponding dates to your stay
9. List any special needs
10. Choose Roommate if you have a preference; if not, one will be selected
11. For **Meals**: (must select the choice(s) corresponding to you room type selection)
 - a. **FULL CONF-ALL MEALS**, if you chose *Full Conference* in **ROOM TYPE**
 - b. **HALF CONF-FRI -SAT**, if you chose *Half Fri* in **ROOM TYPE**
 - c. **HALF CONF-SAT-SUN**, if you chose *Half Sat* in **ROOM TYPE**
 - d. **COMMUTER-FRIDAY DINNER/SAT ALL MEALS ONLY**, if you chose *NO ACCOMMODATIONS* in **ROOM TYPE** and are commuting in for Friday Dinner, are not staying over and are commuting back in for Saturday for all meals
 - e. **COMMUTER-SATURDAY ALL MEALS ONLY**, if you chose *NO ACCOMMODATIONS* in **ROOM TYPE** are commuting and only plan to stay for 3 meals on Saturday

- f. **COMMUTER-SATURDAY BREAKFAST/LUNCH ONLY**, if you chose *NO ACCOMMODATIONS* in **ROOM TYPE** and are commuting and will not be staying for Saturday Dinner
 - g. **COMMUTER-SATURDAY LUNCH ONLY**, if you chose *NO ACCOMMODATIONS* in **ROOM TYPE** and are commuting and only plan to eat lunch on Saturday
12. List any dietary restrictions
 13. Sessions: Required for most members – you must choose something in each section.
 - a. Commuters not attending on Friday **MUST** choose **Check if not attending Friday Night Session**
 - b. **Only** if you are attending as a Delegate or Guest to the SR House should you choose **House of Delegates**.
 - c. Check **Staying Safe at Work**, if attending Friday session and are not attending House of Delegates
 - d. Continue choosing Saturday sessions – descriptions are in Conference Program under Conference Materials
 14. When you are finished click **Save Registration**
 15. Click on **Checkout** once completed or **Register another member in Local** (see box below).
 16. When complete, enter payment with your credit card.

Your registration will ***NOT*** be complete until you click on the **Checkout** button. A confirmation email will be generated when you **Checkout**.

****Only one reminder email is generated by the system if you have left the registration *incomplete* – if no action is taken, you will need to **re-register**.**