

MAACCE 2010 Conference Registration Instructions

Welcome and thank you for registering for the MAACCE 2010 Conference! MAACCE is excited about hosting the conference and we are thrilled that you will be attending.

Conference registration follows the same format as last year with our online registration system. You can register individually or as a group and there are several payment options, including credit card (Visa, MasterCard, & Discover), debit card, e-check, or invoice. Once you are registered, you can go back at a later time and make changes to your registration, such as purchasing guest meal tickets, or adding additional registrations.

Please follow the instructions below. If you have difficulty registering, please contact Stephanie Tolen, MAACCE treasurer, for help at (636) 443-4018 or stephanietolen@stcharlesae.org.

Registration Instructions:

1. **Click on the registration link.**
2. **On the "Register Online" page:**
 - a. **For "Returning Users"** – enter your email address and your password. *Click "Returning User" to move to the next page.* Select your name or add a new participant. If you forgot your password, click on **Don't know your password? [Click here](#)** (located under the Returning User button) and follow the instructions that appear.
 - b. **For "New Users"** -- if this is the first time you are entering the online MAACCE registration system. *Click on "New User" to move to the next page.*
3. **On the "Select Options" page:**
 - a. Check the conference registration option that is appropriate for you. NOTE: The Gumshoe Discount expires on May 1st. Prices will increase on May 2nd.
 - b. Check the guest meals you want to purchase. Meals are included with your conference registration. NOTE: You can select "Vegetarian Option" on the next page.
4. **On the "Participant Information" page:**
 - a. If you are a **"Returning User"** your information should already be populated. You can make necessary changes. If you are a **"New User"**, fill in the information requested. Items with a * are required fields. NOTE: The categories of interest include Adult Education & Literacy for administrators and teachers (AEL), Higher Education (HE), Community Education (CE), and Missouri Valley Adult Education Association (MVAEA). Also, an accurate email address is required because your conference confirmation and receipt are issued by email.
 - b. **On the "Meal Options" field:** Select "yes" if you want all vegetarian meals. NOTE: The buffet meals will have vegetarian selections available. *Click "Continue" to move to the next page.*
5. **On the "Cart" page:** You may add new participants for group registrations that are billed together. Review your registration information and edit options, remove selections, or add a new event. *Click "Checkout" when you confirm that your registration is correct.*
6. **On the "Online Account Signup" page:** Enter your email address and choose and confirm your password. This will allow you to sign in again in the future to edit or check your registration.
 - a. **On the "Billing Information" field:** The address you previously entered on the "Participant Information" page is automatically loaded on the billing information page. The billing address must match your credit or debit card address so you will need to

change the billing address if the address that was loaded does not match your billing address.

- b. On the "Payment Information" field: Select "pay in full" for credit card, debit card, or ECheck payment or select "pay nothing now" if you want to receive an invoice and pay by check.
 - i. ECheck – fill in the routing number, account number, and name on check as instructed.
 - ii. Credit Card – select the credit or debit card type (MasterCard, Visa, and Discover are accepted). Fill in the card number, expiration date, and cardholder name.
 - iii. Pay nothing now – you will be sent an invoice to the email address or postal mail address that you provided.
 - c. On the "Waiver" field: Read the agreement and check "I accept the terms of the waiver above."
7. On the "Confirmation of Registration" page: Review the Registration Summary and print this page for your records. You will receive a confirmation by email and an invoice by email or mail if you selected "Pay Nothing Now."

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Thank you for registering for the MAACCE 2010 Conference. Please book your hotel reservations at the Tan-Tar-A Resort by clicking on "Hotel Reservations" on the MAACCE home page or the conference registration page. Standard rooms at Tan-Tar-A cost \$108 per night; a one bed suite cost \$180 per night; and a two bed suite cost \$272 per night. There is no cost for parking. If you call the hotel to book your reservations, please be sure to tell them you are attending the MAACCE 2010 Conference so you receive the lowest rate.