

ONLINE REGISTRATION INSTRUCTIONS

2011vaptaconvention.eventbrite.com

These simple steps get you registered in a snap:

1. In the 'Ticket Information' section, choose which ticket type(s) you want to purchase. You may purchase tickets for multiple members by choosing a number from the drop down list. You will have to complete separate registration information, including workshop selections, for each attendee.
2. Click the 'Order Now' button, located at the bottom of the 'Ticket Information' section.
3. You will come to the 'Convention Registration Information' page. Some of the fields will be already filled for you. Fill out the required information (mandatory fields are marked with an *) in the 'Ticket Buyer', 'Home Address' and 'Other Information' fields.
4. To select your workshops, use the dropdown menus for each of the sessions. If you choose to skip a session, select NONE from the dropdown.
5. There are 5 workshops in each session. If you do not see the workshop listed, it is already at max capacity so there are no more seats available. Don't forget to select your food choices for your free lunches.
6. If you selected more than one registration, you will see BOTH registrations listed. You will need to fill out the information for each attendee. Each ticket is labeled with a #.
7. When you have completed the form and you are ready to check out, you have 2 choices: checkout with Paypal (recommended) and pay by check. To pay by check you must click 'Show' beside that choice at the very bottom of the section. (See steps for paying by check in # 13 below.)
8. If you choose Paypal, you will be taken to the Paypal website to execute the transaction. Paypal is a well-respected online payment vendor. **You do not have to have a Paypal account to pay by credit or debit card in Paypal.**
9. If you do not have a Paypal account, click the 'Continue' link that is located on the left side, near the credit card logos.
10. Fill out the information in the fields provided, click 'Review Order and Continue'.
11. Review your order information as provided and click 'Submit'.
12. If you have a Paypal account, log in on the first screen and submit your payment as usual. A payment to 'Virginia PTA' will appear on your statement.
13. If paying by check, click 'Show' beside that choice at the bottom of the section. This will reveal a 'Pay by Check' button.
14. Click 'Pay by Check'.
15. This is the last step before submitting your order, so make sure you are ready to proceed. Click 'OK'.
16. The system will save your order and present you with a confirmation. YOU'RE DONE! Note: Enclose a copy of the electronic registration form if you choose to mail in your payment.
17. If you chose to pay by check, send your payment to the following address: Virginia PTA c/o LTC, 1027 Wilmer Avenue, Richmond, VA 23227-2419

Here are a few other things you can learn and do on the Convention Registration page:

- If you have Facebook, click 'Connect with Facebook' to automatically post this to your profile. We appreciate the advertising!
- You can add the dates to your calendar by clicking the 'Add to my Calendar' link in the 'When' section on the right side of the page.
- You can map your route to the conference location in the 'Where' section on the right side of the page.
- See who else is registered by looking at the 'Attendee List' section at the bottom of the page.

We hope adding online registration has made this process easier for you. Please send comments to communications@vapta.org.

REGISTRATION INSTRUCTIONS

1. Please use one form per person. If you are attending in a large group, send your registrations together.
2. Fill out the entire form. Check appropriate boxes.
3. Deadline for early registration is (postmark of) September 27, 2011-Save **\$50** per person by registering by this date!
4. Workshops may close earlier if enrollment limits are met. Be sure to mark your 2nd and 3rd choice selections.
5. Enclose a check for the TOTAL AMOUNT DUE for all registrations along with copies of your registration forms. Make checks payable to VIRGINIA PTA and forward to: Virginia PTA, c/o 2011 LTC, 1027 Wilmer Avenue, Richmond, VA 23227- 2419