



# ONLINE REGISTRATION INSTRUCTIONS

Welcome to the [National Conference website](#). Bookmark this link for quick future reference. If you have completed the **Conference Registration Worksheet** (back pages of Registration Booklet) and obtained a purchase order (if applicable), you are ready to begin your online registration!

## IMPORTANT TIPS:

- Memberships must be purchased prior to registering if you would like to receive member pricing for the Conference.
- Session selection is required to complete your registration. You will not be able to change sessions after you have registered.
- Your information will not be saved if you leave the registration for any reason. You can use the back arrow to return to previous pages, but if you return to the login page your information will be lost.
- Group registrations accepted. **IF YOU HAVE A SPECIAL REGISTRATION CODE YOU MUST REGISTER INDIVIDUALLY. Do not register anyone with a special registration code as part of a group registration.**
- If you are registering with a purchase order (P.O.), you must have the P.O. number to register. You can upload a copy of the P.O. during the registration process.
- **DON'T FORGET TO SEND YOUR INVOICE TO YOUR BILLING OFFICE.** To receive the early discounted rate, your payment must be received by December 15, 2019. If your payment is not received by December 15, 2019, you must pay the Conference regular rate registration fees. All regular rate payments must be received in advance of the Conference. Session selections cannot be confirmed until payment is received.

*The Conference Mobile App coming in October!  
Conference handouts will be accessible through the Conference mobile app.*

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## HOW TO REGISTER:

**STEP 1:** After reviewing the information provided on the online registration landing page, select **Register for this event**.

**STEP 2:** Select **Login as a Member** button or select **Register as a Non-member** button.

- If you are an RRCNA member, type in your username and password and click **Login as an RRCNA Member** button. If you don't know your login, email [conferenceinfo@readingrecovery.org](mailto:conferenceinfo@readingrecovery.org).
- If you are not an RRCNA member, click **Register as a Non-member** button (you are not required to set up an account).

**STEP 3:** Enter the **CONTACT INFORMATION** of the *person who is completing the registration and will receive the invoice/receipt*.

- If you have a P.O. number or Special Registration Code, you must enter this information on the CONTACT PAGE in the blank text box as indicated. **Click Continue.**

**STEP 4:** Click **“Yes”** or **“No”** if you are Reading Recovery-trained or an in-training professional **and** if you are an RRCNA member or non-member. This will affect the selections that will be displayed on the next pages. **Click Continue.**

**STEP 5:** Enter **ATTENDEE INFORMATION** for the *person who will be attending the conference*. The information from the CONTACT page will populate on this page, so you may need to update this information if you are registering someone other than yourself. **DON'T FORGET TO ENTER THE CELL PHONE NUMBER!** It is a required field.

**STEP 6:** Select a **Conference Package** and only **one session per time slot**. For Reading Recovery-trained professionals, you can only select **3 TICKETED sessions**. If you are attending a Preconference session or the Leadership Institute, be sure to select **ONLY ONE** of the choices for Saturday sessions. Once you have selected your required sessions and answered all questions, **Click Continue**.

**STEP 7:** Review **Summary Page**. You can change demographic information and session selections by clicking "*change attendee information*". **IMPORTANT: This is your last chance to change your sessions**. Once you click **Proceed to Checkout** and complete the payment page, you cannot change your sessions online. If you are ready to continue, **Click Add another Attendee to this Registration** or **Proceed to Checkout**.

**STEP 8:** If you are paying with a P.O., upload your P.O. **Click Continue**.

**STEP 9: Payment Page** – Select your payment type and enter required information. Once you select **Continue** this will complete your registration and you will receive your registration confirmation on the next screen.

**STEP 10: Confirmation Page** – **Carefully review the confirmation page for more important Conference links and information**. If you discover an error on your registration, please contact [conferenceinfo@readingrecovery.org](mailto:conferenceinfo@readingrecovery.org) or call 614-310-7340 or 614-310-7337.

**PLEASE READ: BY SIGNING THE CANCELLATION AND REFUND POLICY YOU ARE AGREEING TO PAY YOUR INVOICE IN FULL PRIOR TO YOUR ARRIVAL AT THE CONFERENCE. PLEASE FOLLOW UP WITH YOUR SCHOOL OR DISTRICT TO BE SURE THE INVOICE HAS BEEN PAID. THE RRCNA CONFERENCE OFFICE DOES NOT BILL DIRECTLY. PAYMENT MUST BE RECEIVED BEFORE YOU ARRIVE AT THE CONFERENCE.**

It is highly recommended and encouraged that all registrants and administrative staff visit the [National Conference website](#) or check the Conference mobile app often for any future updates, travel information, handouts, announcements, etc. (*Be sure to enable the notifications feature on your smartphone to receive messages related to the Conference*).

The RRCNA staff sincerely appreciates your time in completing the online registration. If we can be of further assistance to you, we welcome your email or call and look forward to seeing you in February!

RRCNA Conference Office contact information:

[conferenceinfo@readingrecovery.org](mailto:conferenceinfo@readingrecovery.org)

614-310-7340 to reach Steve Potts, Conference Program Specialist

614-310-7337 to reach Amy Summers, Conference Manager

614-310-7342 fax