

## Online Registration Quick Tips

1. From the Home Page, you have several ways to access NABSW Conference Registration Forms:
  - Click on the “Indianapolis Skyline” image
  - Click the link “**Pre-Conference Registration**” in President Benton’s greeting letter
  - Click on “**More**” in the Calendar Zone at the bottom of the home page. You can also find the Calendar Zone on subpages.
2. Clicking any of the above links will take you to the “**Community Calendar**” page. It is here where you will find all of the registration forms applicable to conference, including:
  - 46<sup>th</sup> Annual Conference Registration (Download Brochure and Reserve Hotel Room on this page)
  - Exhibits Registration
  - Souvenir Journal Ad Registration
  - Author’s Jazz Café
  - Adoption Exchange

### Notes:

- Partial Payment is only allowed for Student Conferees (***In the event of insufficient funds at the time of the final scheduled payment, you will be assessed an insufficient fund fee AND be charged the balance for an On-Site Registration (as payment will be received after the Advanced Registration Deadline 3/14/14)***)
- **You must fully complete one registration (complete payment and receive confirmation) prior to registering for a different event. Ex: You must fully complete Author’s Jazz Café Registration before moving on to Exhibits Registration.**

When applicable, you can register another conferee (will be paid using the same payment method in one transaction), by clicking “Save and Add Another Attendee” at the bottom of the registration page.

After submitting registration and prior to payment, click the “**View Cart**” link in the top right of the page to review your “order”. **If your cart is incorrect, you must cancel your registration and begin again. Therefore, please take your time and select carefully.**

- Any registration field that is underlined provides additional information when you move your mouse over it.
- **Author’s Jazz Café:** In order to be eligible for the member pricing, you **MUST** be signed in as a member. Non-members will be charged \$100 to register for the Author's Jazz Café.