

## Step-by-Step Instructions for Online Registration

Preparation: Have your payment and billing information, password, and promotional code for your **one** free registration before you begin the registration process. (Password and promotional codes were sent to you in an email (*Sent*: July 18, 2018; *From*: Urban Collaborative; *Subject*: Fall 2018 Member Meeting Invitation to Register).

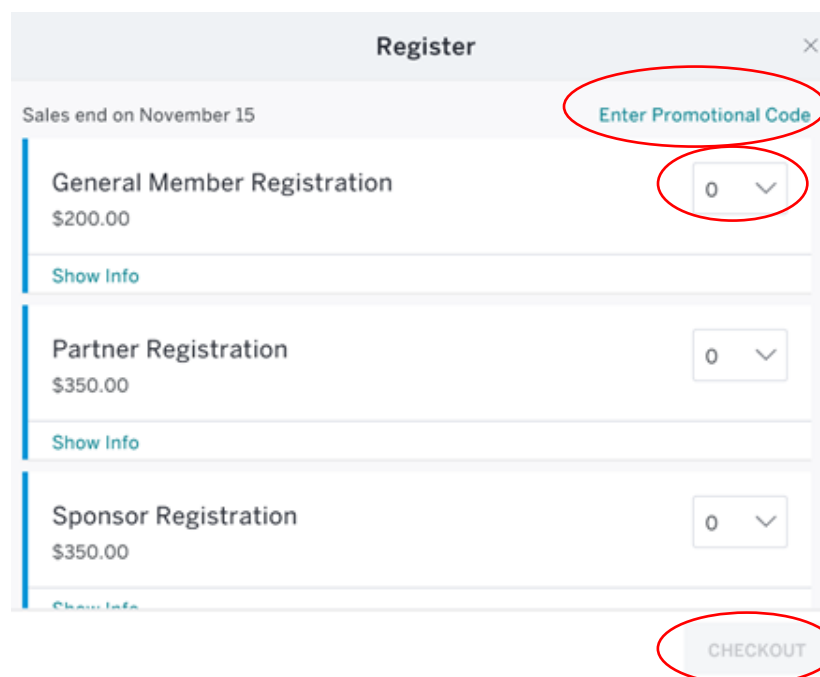
- 1) Click here: [Registration Link](#).



- 2) Enter your password. (If you do not have your password, please contact Pilar Miranda at [pmiranda@edc.org](mailto:pmiranda@edc.org) or 617-618-2447.)
- 3) Once you enter your password, you will see the screen below. Click on the green REGISTER button.

*Complete your one free registration! (If you have completed your one free registration, please skip to Step 6).*

- 4) On REGISTER pop-up, click on ENTER PROMOTIONAL CODE in the top right corner.
- 5) Enter your promotional code and click APPLY CODE. This code allows you to register ONE free meeting participant for your district.
- 6) The following screen will appear.
  - *For the one free participant:* Click CHECKOUT to take you to the page where you will input the information of the registrant.
  - *For all additional participants:* Choose the number of participants you would like to register by clicking on the arrow next to the number 1 (see screenshot below). It will show the quantity and total price in the lower left corner. Then click CHECKOUT.



Registration Type	Price	Quantity
General Member Registration	\$200.00	0
Partner Registration	\$350.00	0
Sponsor Registration	\$350.00	0

## 7) REGISTRATION INFORMATION

- Complete YOUR/BUYER INFORMATION
  - This section is used to create your Eventbrite account. If you already have an EventBrite account, please click SIGN IN TO YOUR ACCOUNT. (You create your own password.) You will only be asked to complete this section once if returning to register more participants from your district.
- Complete PAYMENT (*This section does not appear for the free registration.*)
  - By clicking the dropdown list titled PAYMENT METHOD, you have the option of making an online credit/debit card payment or paying by invoice. If you choose to pay by invoice, please understand that this is the same as a purchase order (PO). Please see OTHER INFORMATION below to enter a PO number. We will send an invoice to your billing address. If you choose to pay by district credit card, note that the billing address may be different than the mailing address. Please check with your district administrator.
- Complete BILLING INFORMATION (*This section does not appear for the free registration.*)
  - If paying by invoice, make sure your billing information is the address where you would like the invoice to be sent.
- Complete REGISTRATION # - GENERAL MEMBER REGISTRATION
  - Please use a unique district email address for each individual registrant.
  - Please add your PO number under Other Information if available.

- 8) Click COMPLETE REGISTRATION/PAY NOW/SEND INVOICE to submit your registration form and payment. You will receive an email confirmation and receipt (if you paid online). For those paying by PO, you will receive an invoice from the Urban Collaborative at Education Development Center.

I accept the [terms of service](#) and have read the [privacy policy](#). I agree that Eventbrite may [share my information](#) with the event organizer.

**Send Invoice**

**Send Invoice:** Please make sure you have entered the correct billing information for your invoice (purchase order). Note that this might be different than the mailing address you have provided for the meeting attendee. The Urban Collaborative will send a bill for your invoice (purchase order) to the billing address listed on your registration form.

I accept the [terms of service](#) and have read the [privacy policy](#). I agree that Eventbrite may [share my information](#) with the event organizer.

**Complete Registration**

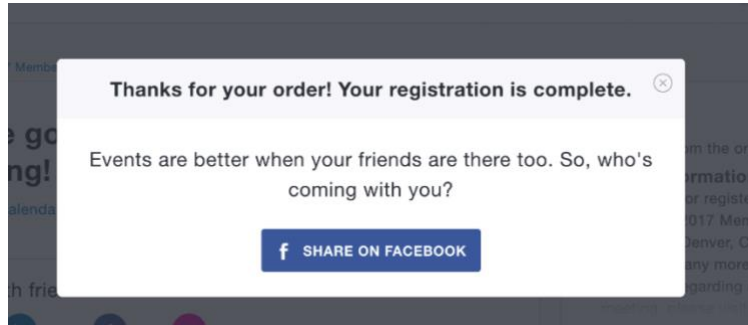
I accept the [terms of service](#) and have read the [privacy policy](#). I agree that Eventbrite may [share my information](#) with the event organizer.

**Pay Now**

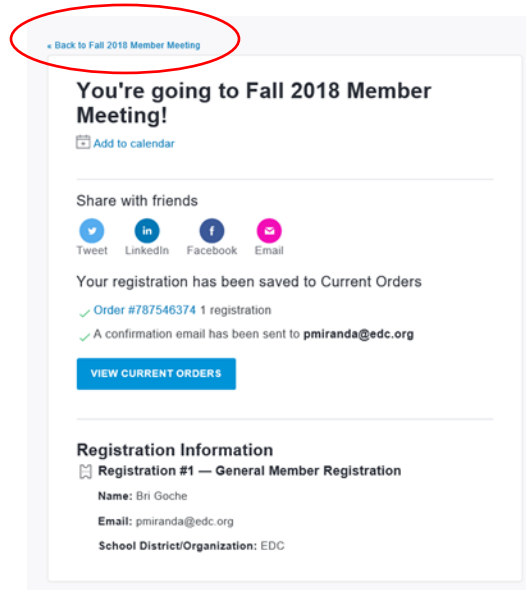


If you selected pay by invoice, you will be asked to confirm after clicking on Send Invoice. Click OK.

9) You will see the system processing your registration and then you will receive a confirmation pop-up window.



When you close the pop-up, you will see the following screen: You're going to the Urban Collaborative's Fall 2018 Member Meeting!



10) To register others in your district (after your one free registration), Click on BACK TO FALL 2018 MEMBER MEETING at the top left. Begin again at Step Three and go through the same process. At this point, you will no longer need a promotional code and you can register as many people as you choose.

**If you have any questions, please contact Pilar Miranda at [pmiranda@edc.org](mailto:pmiranda@edc.org).**