



## Conference Events: Multiple Registration Process

Use this process to register more than one person at a time. The invoice will include everyone registered during this process. At the end of the process, you can pay the entire invoice with one credit card payment.

**Everyone registered through this process must select the same registration type.** There are four registration types.

- A. New/Renewing Member - FULL CONFERENCE - \$325
- B. New/Renewing Member - MONDAY Only - \$200
- C. New/Renewing Member - TUESDAY Only - \$200
- D. Member – FULL CONFERENCE \$275. This option is only available to members who joined or renewed during Spring 2019. You must log in before registering to get this members-only price.

1. Go to <https://www.fasdonline.org/Events>.
2. Choose REGISTER.
3. Enter the email address OF THE PERSON HANDLING THE REGISTRATION. Enter the code displayed for the security check.
4. Select the registration choice (A, B, C, or D) for the first person to be registered.
5. Click NEXT.
6. Complete the form with the contact information for the first person.
7. Choose DONE.
  - a. Select ADD GUEST and complete information for next person. Choose DONE.
  - b. Repeat Step 6 for each additional person to be registered.
8. When all registrations are entered, select PAY ONLINE to pay with credit card.

All the people you register will appear on one invoice. At the end of the process, you can pay the entire invoice with one credit card payment.

If you have any questions about this process, email [ubanb@bay.k12.fl.us](mailto:ubanb@bay.k12.fl.us)