



**Before You Start:** Each School should submit **ONE** registration for **ALL** attendees from the school.

- **Gather your information.** Once you have started registering people, the process can not be saved. If you have to quit the registration, you will have to begin again. This information includes (for each attendee):
  - Name and email address. Email address is very important for contact purposes and for virtual sessions. Email address is required for access to the program and the Whova app.
  - Days each person will be attending (Pre-Conference, Administrators' Day, Friday Faculty Day)
  - For each person, any luncheon, cocktail suppers, pre-conference sessions or other extra events, dietary preferences.
- **Changes to registrations** already completed must be submitted separately on the change form so that FCIS can confirm that the change can be accommodated.

### Registering Attendees:

- **In the Registration Information section, click the Registration button** at the bottom when you are ready to begin. (note the registration information and instructions included in this section)
  - If you do not see the registration form after you click the button, or if an error message appears, try using a different browser (Chrome, Safari, Firefox, etc.)
- Enter names in the Member section if you are an FCIS Member School, and the Non-Member section if you are not an FCIS Member school. You will have to choose your school from the drop-down list in the next step.
- If you are registering **more than 10 people**, click the + button to create a registration line for each person you are registering, then enter the name and email address of each person. Enter all names and email addresses for all attendees from your school before clicking the Register attendees button. Remove extra lines using the X to the left of each line.

**DO NOT use the Quick Add or Login link** under the name field.

**DO NOT use the browser Back Button.** Make sure you enter **all** names and emails before you proceed.

Type	Quantity	Price
Member	11	\$0.00
Non Member	0	\$0.00
<b>Total</b>	<b>11</b>	<b>\$0.00</b>



- Choose Registration options for **Each Attendee**.
  - Options include Pre-Conference, Thursday (Administrators in-person sessions), and Friday (Faculty Day, in-person sessions), optional dinners, luncheons, and the Episcopal Eucharist and Breakfast.
  - If the attendee is attending the Pre-Conference Workshops, scroll down to choose those options.
  - **Submit and continue** these selections for each attendee.
- Member Schools select school from the List. Non-Members choose "Non-FCIS Organization" and enter your school or organization name.
- Confirm the number of people you are registering. This should match the number of attendees you have entered.
- Enter the title and dietary restrictions for each attendee. Please enter dietary restrictions, if any, even if the attendee will not be attending any events that include food. If there are changes to the registration at a later time, this information is necessary.

### **Review, Confirm, and Payment**

- Review your registrations and charges. If there are any changes, scroll to the bottom and click "Edit Registration" under the Registrant Information box.
- Fill in your name and contact information in the Registrant Information box as the Contact person for this registration. You will receive a confirmation of this entire registration. Each attendee will receive a confirmation email that includes the details for their own individual registration.
- The Billing address should match the billing address of the credit card you will be using or of your school. Click Submit and continue to Payment.
- Click the button for Credit Card (Visa or Mastercard only) or check. Note that registrations are not confirmed until payment is received.

Questions? Contact:

Technology questions: Cindy Addison, [caddison@fcis.org](mailto:caddison@fcis.org)

Convention questions: Nicole Robison, [nrobison@fcis.org](mailto:nrobison@fcis.org)

Billing questions: Keara Danger, [kdanger@fcis.org](mailto:kdanger@fcis.org)