1. Click the **Register** button and select institution type. Workshops vary by institution type.

2. 

3. Select whether registering for yourself or someone else (must use their email address).
3. Complete all required registration information (Personal Information, A Few Details, Your Workshop Selections). Be sure the institution type is correct and make your workshop selections.

Review workshop requirements for accreditation visits (requirements vary by institution type).

4. Check the box under registration. Scroll through the workshops offered for your institution type. Go through the schedule and select the workshops you wish to attend.
5. After making workshop selections, the amount due will appear. Click the link to the COE Meeting Policy, then click the Acknowledge and Agree button to complete the registration. Then click “Confirm Selections”.

Sub-Total $ \\
Processing Fee $ \\
Total Due $ \\

Terms and Conditions. Link
By registering for the COE Summer Conference or Annual Meeting, I have read and agree to the COE Meeting Policy (above). Note: if you do not accept the Meeting Policy, you will not be able to register for the COE Summer Conference Annual Meeting.

I ACKNOWLEDGE AND AGREE TO THE TERMS ABOVE

CANCEL CONFIRM SELECTIONS

6. After “Confirming Selections”, there’s an opportunity to make changes to your registration prior to the clicking on “Final Steps”.

Registration Form
PRIVACY NOTICE

Personal Information ✔
A Few Details We Need ✔
Make Your Selections ✔

Nice work! If you missed anything, click on any section bar to make changes! Otherwise, go to FINAL STEPS.
7. If there are no changes, click on “Final Steps.” The screen below will appear. All registration fees must be paid by credit card and processed through PayPal.

To add another registrant and pay with one credit card transaction, click the blue button “Add Another Registrant”.

To complete your registration and pay the registration fee, click the green button “Pay Now”. You will be taken to the PayPal screen to make the credit card payment.

If your institution does not allow credit card payment at the time of registration, select “Finish & Pay Later”.

**NOTE:** Conference registration is NOT completed unless you click either “Pay Now” or “Finish & Pay Later.”
8. A PayPal account is not required to pay the registration fee. Registrants may click “Pay with Debit or Credit Card” and proceed without having a PayPal account.

![PayPal Login](image)

When completing the credit card information, enter the information connected to that credit card account (name, address, phone, email, etc.). Once payment has been received, the conference receipt will reflect payment and PayPal confirms payment.

9. After completing registration, a registration confirmation page will appear. Sample below. Click Print Receipt to get registration confirmation, workshop selections and proof of registration.
If the registration confirmation page does not appear, the registration did not go through and registration is not complete.

A confirmation email is also sent to the email address used in registering for the conference. If a confirmation email is not received, registration did not go through and registration is not complete. Sample below.

<table>
<thead>
<tr>
<th>CONF #</th>
<th>428837</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendee:</td>
<td></td>
</tr>
<tr>
<td>Event:</td>
<td></td>
</tr>
<tr>
<td>Dates:</td>
<td></td>
</tr>
</tbody>
</table>

If credit card payment was not done at the time of initial registration, click “Pay Now” and complete the credit card payment through PayPal prior to the conference. Payment must be received prior to the conference.