

MEETING REGISTRATION GUIDE

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

Agenda

Anniversary Schools

Tips On Using Zoom

Register ▸

Non-Public - business, not govt. >

Public - local or state control >

Reg. Apprenticeship Registration >

Federal - Army Navy DoD Fed Gov >

Job Corps - Dept of Labor >

2021 COE Virtual Annual Meeting

Council on Occupational Education

Mon, November 15, 2021 — Fri, November 19, 2021

2. Select whether registering for yourself or someone else (must use their email address).

I would like to register . . .

Myself

Someone
Else

UNDER THEIR EMAIL

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.

The image shows a registration progress bar with four items: 'PRIVACY NOTICE' (with a 'Click to read' link), 'Personal Information' (marked with a green checkmark), 'A Few Details We Need' (marked with a green checkmark), and 'Make Your Selections' (marked with a red pencil icon). A blue arrow points to the 'Type: Non-Public Institution Registration' dropdown menu, and another blue arrow points to the 'Make Your Selections' step. Below the progress bar is a light blue box containing text about reporting requirements for accreditation visits.

PRIVACY NOTICE [Click to read](#) ✓ Type: Non-Public Institution Registration

Personal Information ✓

A Few Details We Need ✓

Make Your Selections ✎





Institutions with initial or reaffirmation visits are required to register for *The Annual Report, The Annual Report: Reporting Student Achievement Data (CPL), The Self-Study Part 1 Non-Public, and The Self-Study Part 2 for Non-Public, Public, and Apprenticeships* 6 to 18 months prior to the accreditation visit.

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

Workshops must be selected during the registration process to receive the Zoom links.

All Annual Meeting attendees will receive the Zoom links to the General Sessions.

4. Check the box under your institution type in the Registration box. Scroll through the agenda for the week and select the General Sessions and workshops you wish to attend by checking the box below the workshop (see example below).

REGISTRATION - MANDATORY		MIN of 1 MAX of 1
Check box below.		
NON-PUBLIC REGISTRATION		\$ 675.00
	<input type="checkbox"/>	
MONDAY, NOVEMBER 15, 11:00 AM - 12:00 PM		
FIRST GENERAL SESSION - 50 AND 45 YEAR ANNIVERSARY SCHOOLS		
🕒 Monday Nov 15, 2021 11:00 AM — 12:00 PM EST		
Institutions celebration 50 and 45 years of COE accreditation will be honored.		
A special Guest Speaker will be announced.		
	<input type="checkbox"/>	
MONDAY, NOVEMBER 15, 1:00 PM - 2:30 PM		
HOW TO HOST A VISITING TEAM		
🕒 Monday Nov 15, 2021 01:00 PM — 02:30 PM EDT		
Become familiar with things that must be done prior to and during the team's accreditation visit, including virtual visits as applicable.		
	<input type="checkbox"/>	
MONDAY, NOVEMBER 15, 3:30 - 5:00 PM		
THE ANNUAL REPORT (FOR ALL INSTITUTIONS)*		
🕒 Monday Nov 15, 2021 03:30 PM — 05:00 PM EDT		
The basics of the annual reporting process, including an overview of the software used for reporting. Institutions seeking initial or reaffirmation of accreditation must attend this workshop 6 to 18 months prior to the visit.		
*This is a confirmation of attendance workshop.		
	<input type="checkbox"/>	

5. After selecting all workshops for the week, the amount due will appear.
Click “Confirm Selections”.

Sub-Total	\$675.00
Processing Fee	\$18.00
Total Due	\$693.00 ←

CANCEL CONFIRM SELECTIONS ←

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

PRIVACY NOTICE [Click to read](#) ✓ Type: Non-Public Institution Registration

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. ←

CANCEL 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.

Complete Registration

A \$18 processing fee will be added to credit card payments. Payments are processed through PayPal.

[Review Selected Items](#)

Sub-total	\$675.00
Processing Fee	\$18.00
Total Due	\$693.00

[ADD ANOTHER REGISTRANT](#) [FINISH & PAY LATER](#) [PAY NOW!](#)

To add another registrant and pay with one credit card transaction, click the **blue** button “[Add Another Registrant](#)”.

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

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.

NOTE: Conference registration is NOT completed unless you click either “[Pay Now](#)” or “[Finish & Pay Later](#)”.

8. After completing registration, a registration confirmation page will appear. Sample below. Click Print Receipt to get registration confirmation, workshop selections and proof of registration. There is also the option to register another person for the meeting (see button below).

CONGRATULATIONS! KAY SMARR IS REGISTERED!

Thank you for registering for the 2021 COE Virtual Annual Meeting. You will receive the Zoom links for your registered workshops prior to the workshop.

A confirmation email has been sent to ~~XXXXXXXXXXXXXXXXXX~~. You can always administer your registration (and any registrations you completed for others) by clicking your name in the upper right of any screen and visiting your MY EVENTS area.

Register Another

Print Receipt



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.

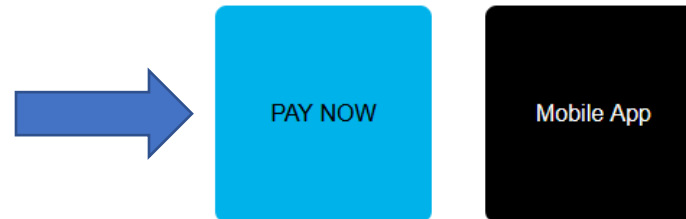
Sample confirmation email below. All workshop selections will be listed in the confirmation email.



REGISTRATION CONFIRMATION

[NOT DISPLAYING PROPERLY? CLICK HERE.](#)

CONF #:	501051
Attendee:	Sharon Smarr
Event:	2021 COE Virtual Annual Meeting
Dates:	Nov-15-2021 — Nov-19-2021



Thank you for registering for the 2021 COE Virtual Annual Meeting. The meeting agenda is available by clicking on the link below:

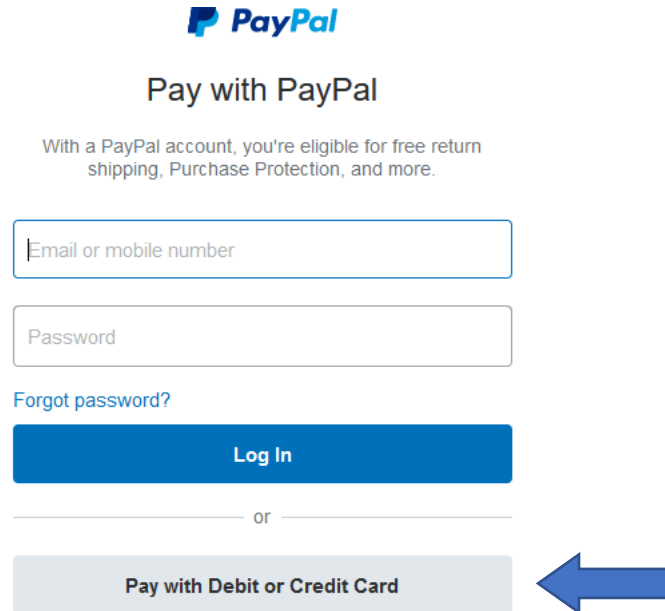
[2021 Annual Meeting](#)

Registrants will not receive the links to the Zoom workshops until the credit card payment has been received.

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 meeting.

Links to the Zoom workshops will not be emailed until payment has been received.

9. 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.



The image shows the PayPal login interface. At the top is the PayPal logo. Below it is the heading "Pay with PayPal". A sub-heading reads: "With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more." There are two input fields: "Email or mobile number" and "Password". Below the password field is a link for "Forgot password?". A blue "Log In" button is positioned below the fields. Underneath the button is the word "or" flanked by horizontal lines. At the bottom is a grey button labeled "Pay with Debit or Credit Card". A blue arrow points from the right towards this button.

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 meeting receipt will reflect payment and PayPal confirms payment.

Questions should be emailed to Tami Maynard of COE (tami.maynard@council.org).

We look forward to your participation in our 2021 COE Virtual Annual Meeting.