

Thank you for your interest in the 2024 SBP Summit. Here you will find answers to your questions for registration. If there are any questions you need help with that are not answered, don't hesitate to reach out to <u>info@sbpsummit.com</u> or <u>ryan@mcgstrategies.com</u> to walk you through the process and help you register!

Clicking the Hyperlinks will take you directly to that section of the instructions. At the bottom of each page is a hyperlink that returns you to the Table of Contents.

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Items to Fill Out On Registration Page:

 When the Registration Page Loads, you will be able to start imputing data. Anything marked with a (*) is REQUIRED. You will not be able to move on with Registration if one of those fields is not filled in. They include: *First Name, Last Name, Email, Phone, Address, City, , State, Zip Code, School District/Company/ESC Affiliation, Role/Discipline, Dietary Restrictions (not required, but if this is not filled in, we cannot make adjustments)* and *Agreement to Terms and Conditions, Refund Policy*.

First Name*
Enter Find Name
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- 2) All required fields are outlined in red above.
- 3) If you are missing a required field, please make sure all of the required fields are filled out or selected



Payment Options and Methods:

- 1) This will be discussed during the Checkout page (see hyperlinks below). You will not have to choose your payment method until the end.
 - a) You will have the option to pay by <u>Credit Card</u> (payment due at the time of checkout)
 - b) You will have the option to pay by <u>Purchase Order, check or invoice (offline payment)</u>
 - i) Payment will be due before the conference
 - ii) CEU documentation/certificate will be held if payment is not received
 - SBP Summit considers your registration/invoice email to serve as the invoice. If your district or treasurer needs anything else for payment, you or they MUST reach out to info@sbpsummit.com with a request.
 - iv) SBP Summit *will not* be sending your district/treasurer/CFO an invoice unless requested.
 - v) The W-9 for OSHSA can be downloaded from <u>HERE</u>.



Course Selections

- 1) Please select the courses you plan on attending. <u>You NEED to choose one session per time block (keynote/morning intros count as a time block). (Total of 4 on Monday, 4 on Tuesday)</u> There are 7 sessions available per time block.
- 2) Check all the courses you want to register for, can only choose ONE per time block, click on the Radio Button (O) next to session title
- RED ARROWS show radio buttons (radio button becomes blue when clicked correctly block/day

^{*Ritci*}) You may need to scroll down to see next

Mor

4) After finishing Monday's selections, keep scrolling down for Tuesday's selections

MONDAY, AUGUST 5th	Tips and Tools for Reluctant and Struggling Writers. Lovi Benson Adams. M.Ed
Please select your sessions below	TUESDAY, AUGUST 6th
8 AM - 10-30 AM*	Please select your sessions below
Noting Introductions and Repose "The Future Of Education: Lewraging # Without Losing The Human Touch", On Concern of Instructional Service. IPCEC: Amenia Boliverset? Number 8 (20) OF APP Education	8 AM -10:30 AM*
10:45 AM - 12:15	 Noming introductions and Keynote: Toe Walking & Sensory Function Relevance For Both PT & OTL Liese M Research of DTP and CTL
 OT's Role in Social and the Visioning, Kim Wiggins, OTRS. 	NUMBER OF CONTROL
O What Toe Walking really is and why where to both OTs AND FTs, Lieux M Ritchie-Ressul, PC DPT, PCS	10:15 AM - 11:4526 2 Breakout #1*
Are we there yet? Action steps to achieve the 1955 Jaime Spence; HS, 078; 0.	C Empower Classrooms was the Unleash Student Potential with OT Strategies, Kim Wiggins, OTR/C
Chowledge Translation For The Busy Clinician A Hards On Experience (Fart 1 of 2), Calle Delinensen, PE DPE PCE	O Significance of the Sensory System - sport of FM and GM Performance, Liesa H Ritchie-Persond, PT, DPT, PC
Mequel Indeand, OTFIC, OTDI BUZDERI Maul, PT, DPC PC3	O Moving to Learn, Learning to Move, Ann Alto, 10
To the first of the second sec	O Learning through independent Mobility: Implementation in the Educational Setting, Amy Morgan, PT, ATP Permo
 Test and Distances Employed (a planets With A) (Pert 1 of 2), Candias Seas, Director of Instructional Services, MCEEC Amenda Bullenstoff, Rounder & CEO (FA) Rev Escussion 	O Yoga & Mindhulmess Tools for the Classroom, Sana J. Weil, Besteeling Author, MA in Education, RYT-200, RCVT D Vision Control Vision (Network) (2014) MMA Characterization (2014) MMA Characteriza
Organization and Time Usage Strategies for Students with IP Challenges, Lori Benson Adoms, Huller	Adapt Research Research and provide Design of Reflecting to build Residence and Scatter Research Added 5
1:30 PM - 3:00 PM : Day 1, Breakeast #2*	Sanghri, OTR/L Integrated Practice Sanghri, OTR/L Integrated Practice
Integrating Primitive Referen in A School-Based Setting: Screenings. Compensation Sectiniques. And Treatment Drawagies (Part 1 of 2), Alm Wiggins, OTR); 5	12:45 PM - 2:15 PM: Day 2, Brankout #2*
C Simple Dree modifications and Specific Orthodics for Toe Walking - For School based Ofs and Pfs, Lieux H Ritchie-	O Push in to the Classroomi The Why and How for Related Service Providers (Part 1 of 2), Kim Wiggins, OTR/4.
Personal PE DPE PES	O How to Test and Screen for Sensory Involvement that Affects FM and GM Skills, Liese M Ritchle-Resourd, PC DPC and
Perceptions of School Ofb and Pfb as Landers, Joins Revenues of Party 101	K3
 Knowledge and the start of the	O Teaching a Brain Exposed to Trauma, Ann Anzolone, MS
One Me A Break in Action- Test 2: A Team Approach to Proactive Sensory and in the Moment Snaelo to Meet Your Sudant Needs Text Objective #T OPT Denia Constell MS. CTES: Low Owlense CTES. Call	 "Solutions for Every Body" including Preschool/Elementary/Middle/High School, Any Morgan, PT, ATP Permabil Task Technology Including Preschool, Sara J. Web, Besteeling Author, MA in Education, RTT-200, RCYT
O The Puture Of Education: Emprovering Students With Al (Part 2 of 2), Canalta Sens, Director of Instructional	O ETR/IEP updates- for Veterane and remove 078/4
Services, MCESC: Amondo Biolevitoff Founder & CEO OF AI For Education	O Nurturing Neurodiversity: Redesigning Routines for Enhanced Engagement and Executive Function Development
Promoting Creativity as a Tool for Self-Regulation, Lori Benzon Adoms, M.Bd.	Nisha S. Sanghvi, OTR/L Integrated Practice
3.15 PM - 4:45 PM: Day 1, Breakout #2*	2:30 PM - 4:00 PM: Day 2, Breakout #2*
 Integrating Primitive Reference in A School-Based Setting: Scheenings, Compensation Techniques, And Treatment Scheegies (Part 2 of 2), Xim Wigglins, 079/L 	O Push in to the Classroom! The Why and How for Related Service Providers (Part 2 of 2), Kim Wiggins, 076/L
The Utility intervention Strategies, Liess M Rischie-Aeroput, PT, DPT, PCS	 Sensory System Intervention Strategies to Maximize Motor Skills, Liezz M Ritchle-Persoud, PT, DPT, PCS
Hearth	Setting Teens up for Success. Ann Anzolone. MS Evanting & Motion Code W Mills of Communications Evants E
Knowledge Translation - Any Onician: A Hands-On Experience (Fan 3 of 3), Celle Dristensen PT DPT PCS Megell Honord: OTAL, OTD Mous, PT DPT PCS	Vision and a second control of Educators and Physical Trivespiles, Second J Weik, Existenting Author, MA in Education #YT-200, RCTF
O Unite Luck! Supporting Bowel & Bandon Works in the School Setting, Dr. Seron Asr. PT, DRT	Adaptive Curlins as an Plantive Intervention: A School, based Approach Lori Done 27 Educe
Implementing the PDVIS 3 for School Secol OTA Antonetie K. Detj: PT.PhD	Identical Descentions Control Control Control Research Control Print Prin
Tips and Tools for Reluctant and Struggling Writers, Lari Benzon Adams, M.D.I.	Sanghvi, 077/J, Integrated Practice

- 5) Keep scrolling down for payment
- 6) If you do not select one session for each time (YES, INCLUDING KEYNOTE), you will not be able to checkout.



Payment/Package/Promo Code

PAYMENT:

1) Once you have selected the your sessions, you will select your payment option and package. Please make sure payment method is correct.

- a) Payment highlighted by GREEN ARROW
- b) Package highlighted by **PINK ARROW**
- c) Acceptance of Terms and Conditions and Refund Policy highlighted by YELLOW ARROW

How would you like to make the payment?*			
Please stlect			
Packages*			
Select Package			
I have read and accept the Terms & Conditions and Reland Policy			
		Save	

2) When you select Payment, a drop down will show, make the correct selection (Pay by Credit Card OR Pay by Purchase Order/Check/Offline):



PACKAGE:

3) Choose "Attendee Ticket - \$375" as your package.



DISCOUNT CODE:

1) After selecting "Attendee Ticket" as your package, a "Discount Code" Box will appear (Outlined in RED). Discount Code=Promo Code.

in age 2				
Attendee Ticket - \$375				
Discount Coupons				`
		Apply Discou	nt Code	
have read and accept the Term	R Conditions and Poly	and Delies		

- 2) Enter Discount Code, if you have one.
- 3) Hit BLUE "Apply Discount Code" button
- 4) Check the "I have read and accept the Terms & Conditions and Refund Policy" box
- 5) CLICK ORANGE SAVE BUTTON

<u>NOTE: If you click on the orange "Save" button, and nothing happens, and you are still on the registration</u> <u>form, there is an error or missing required information somewhere</u>. <u>Please scroll back up to find the error</u> <u>message or missing information</u>.



Credit Card Checkout

- 1) You will be redirected to Stripe for credit card processing
- 2) Enter Email, Credit Card Number, Expiration Information and CVC (3 or 4 digit code on back of card), Cardholder Name, Zip code into the required areas (*PURPLE BOXES*)
- 3) Hit the Blue "Pay" Button (Yellow Box)

D OSHSA	Pay with card			
Ryan Collins \$375.00	Email			
\$575.00	Card information			
20P Summit Attendee Ticket - \$373	1234 1234 1234 1234	NIM 🎫 📷		
	MM/YY CVC			
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	Save my info for 1-click checkou Securely pay on OSHSA and everyw	t with Link here Link is accepted.		
	= (201) 555-0123			
	link - Moreinfo			
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4) You are REGISTERED! You will get a confirmation email from **noreply@vfairs.com** with a subject of: **Your registration is confirmed for the SBP Summit**



Purchase Order/Invoice Checkout

- 1) When you get to the Checkout, make sure *Pay by Purchase Order/ Check/ Offline* is selected (*RED ARROW*)
- 2) Choose "Attendee Ticket \$375" as your package.

Please select			
Pay by Credit Card Pay by Purchase Order	Check/Offline		
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Select 1 ackage			
I have read and ac	cept the Terms & Conditi	ons and Refund Policy	
I have read and ac	cept the Terms & Conditi	ons and Refund Policy	

3) After selecting "Attendee Ticket" as your package, a "Discount Code" Box will appear (Outlined in **RED**). Discount Code=Promo Code.

ttendee Ticket - \$375				
iscount Coupons				
		Apply Dis	count Code	
have read and accept the	arms & Conditions 300	Refund Policy		



- 4) Enter Discount Code, if you have one.
- 5) Hit BLUE "Apply Discount Code" button
- 6) Check the "I have read and accept the Terms & Conditions and Refund Policy" box
- 7) CLICK ORANGE SAVE BUTTON
- 8) You should see a success screen message:



<u>NOTE: If you click on the orange "Save" button, and nothing happens, and you are still on the registration</u> form, there is an error or missing required information somewhere. Please scroll back up to find the error <u>message or missing information.</u>



- 9) The invoice confirmation email will be sent directly to the email address used in registration, you will need to forward it on to your treasurer, accounts payable, CFO.
 - a) Payment will be due before the conference
 - b) CEU documentation/certificate will be held if payment is not received
 - c) **SBP Summit considers your registration/invoice email to serve as the invoice.** If your district or treasurer needs anything else for payment, you or they MUST reach out to info@sbpsummit.com with a request.
- 10) You are REGISTERED! You will get a confirmation email from **noreply@vfairs** with the subject of: You're Registered, but we still

need payment!