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 info@sbpsummit.com or ryan@mcgstrategies.com 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.

Table of Contents

Items to Fill Out On Registration Page:

1) 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**.

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

SBP SUMMIT 2024

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 Credit Card (payment due at the time of checkout)

    b) You will have the option to pay by Purchase Order, check or invoice (offline payment)

        i)   Payment will be due before the conference

        ii)   CEU documentation/certificate will be held if payment is not received

        iii)   ***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 HERE.

Course Selections

1) Please select the courses you plan on attending. _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)_ 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 (◉) next to session title

3) **RED ARROWS** show radio buttons (radio button becomes blue when clicked correctly 🔵 Mor _Ritcl_) You may need to scroll down to see next block/day

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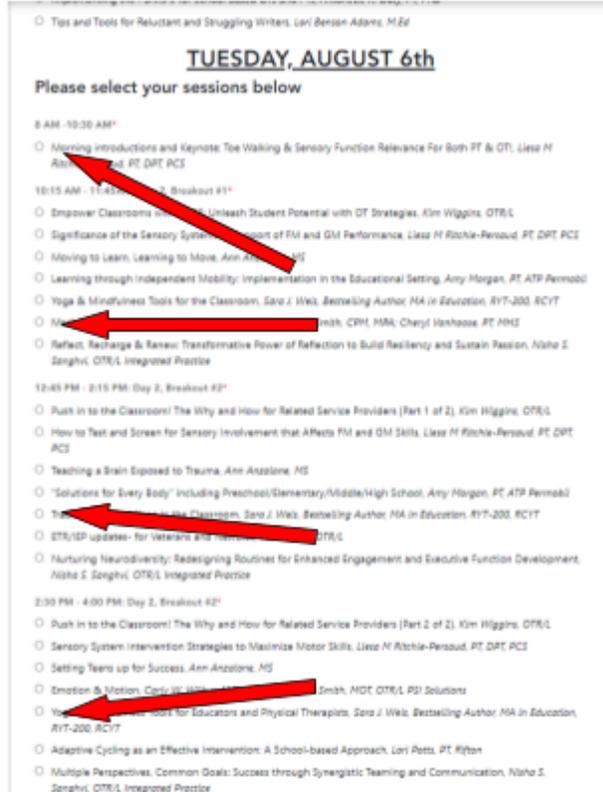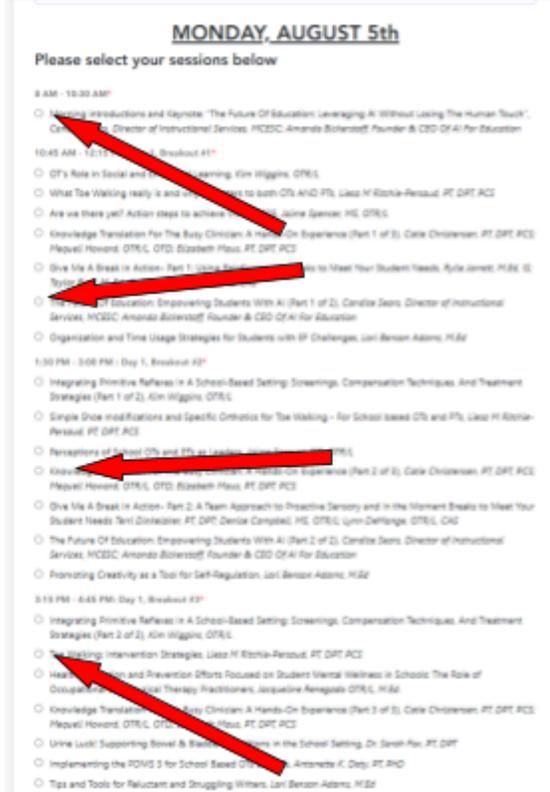
5) Keep scrolling down for payment

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**

   d)

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.

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***

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

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**)

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.

How would you like to make the payment?*

Please select

| Please select |
| Pay by Credit Card |
| Pay by Purchase Order/ Check/ Offline |

Select Package

☐ I have read and accept the Terms & Conditions and Refund Policy

Save

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

How would you like to make the payment:

Pay by Credit Card

Packages*

Attendee Ticket - $375

Discount Coupons

Apply Discount Code

☐ I have read and accept the Terms & Conditions and Refund Policy

Save

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:

Home   Register   Login

Thank You!
for your registration

Thank you for registering for the event! We are excited to have you join us.

We will send you a confirmation email shortly with all the details you need to know before the event. In the meantime, please save the date and make sure to mark your calendars.

If you have any questions or concerns, please don't hesitate to contact us at the support email. We are happy to help.

We look forward to seeing you at the event!

Privacy Policy | Terms of Service

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

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!**