# HOW TO REGISTER

## CLICK HERE TO REGISTER!

- Recommend using desktop versus phone
- Click **sign in**
- Username and password pre-set up
  - Do not create a new account
- *If you are not a SNA member, you will need to create a new account*
- **Username:** Use your email address used for your SNA membership
- **Password:** 12345678
  - You can reset your password after logging in



**INDIVIDUAL REGISTRATION VIDEO HERE**

**GROUP REGISTRATION VIDEO HERE**

## REGISTERING/PAYING FOR JUST YOURSELF?

Go to **conference list** on your dashboard
(Get to your dashboard by clicking your name in top right corner *or* my conferences in top left)

See **2024 SNA of Ohio Annual Conference**
- Then select register (you may have to scroll to the right to see "register"
  - *if your email or phone number is incorrect you will need to contact Swan Solutions (see below)
- Click "register type" you wish to register for
- Fill out pre registration **required** section with what you plan to attend from this list
  - *It is very important to provide accurate information here*
- Session information is optional, but feel free to minus out any sessions you will not be attending. This will be tied to your calendar.
- **Click Submit** and move onto payment type

## PAYMENT (BOTH OPTIONS)

***We suggest having your PO open prior to registering since the invoice is generated automatically with the date you register.**

- Enter discount code if applicable and **click pay**
- Enter credit card information if paying with a credit card
  - Click Pay
  - You are now registered!
- Click **Request Invoice** if paying by purchase order
- Enter all other information required for the invoice
- Click submit
- You are now registered!

## REGISTERING/PAYING FOR MORE THAN ONE EMPLOYEE?

**Member Management** at the top
-> Group registration
Select *district/organization, conference* - 2024 SNA of Ohio Annual Conference and *registration type*
- *Enter total qty of people once registration type selected*

**Events**
- It is important to know what every employee you register plans to attend from the ones listed in order for us to get proper counts for food, etc.
- Put total qty of people for each required session

**Add session**
- Leave this alone. Each member can log into their own to select their session. This is what will pull up on your calendar of events.

**Check all users** that you are registering from the list
- If a member is missing please contact Swan Solutions (see below)

**Click submit** and move onto payment type

## ADDITIONAL INFORMATION

**Everyone is encouraged to update your profile**
- Click your name in the top right corner, click profile and edit
- This is where you will add if you have any **dietary or ADA requirements**
- Interested in the scavenger hunt Wednesday night? **SIGN UP HERE**
- Need additional help?
  - Contact Swan Solutions
    - grow@figk12.com
    - 800-817-1408