

MMEA-ACDA STATE CONFERENCE

Online Registration & Payment Instructions

- ❖ Visit www.regonline.com/mmeaacda2018
 - Click on “Register Now”
 - Select your “Registrant Type”

 - Enter a valid e-mail address (use the same address as previously used)
 - Re-enter the e-mail address in the Verification field
 - Click “Continue”

- **RETURNING CONFERENCE ONLINE REGISTRANTS:
 - Enter your previously used password, or create a new one if needed
 - Your previous personal information should populate automatically
 - Update any personal information that has changed

- **NEW CONFERENCE ATTENDEES:
 - Create & enter a password to create your registration account
 - Click “Start a New Registration”

- ❖ Registrant Profile Page
 - Enter your Profile Info
 - Upload a scanned copy or screenshot of your current valid MMEA and/or ACDA Membership Cards (or a copy of the online proof of renewal)
 - Click “Continue”

- ❖ Checkout Page
 - View your Details & Fees – make changes if needed
 - Create & enter a password (if you didn’t on the earlier page)
 - Select your “Payment Type”
 - When paying by Credit Card:
 - 1) Enter your credit/debit card info (**NO credit card info is seen or stored by MMEA or ACDA**)
 - 2) Click “Finish”
 - When paying by Check or Money Order:
 - 1) Select “Check” or “Money Order” from the menu
 - 2) Read “Payment Instructions” & “Refund Info”
 - 3) Click “Finish”

- ❖ Confirmation Page
 - View confirmation messages

- Scroll down to view “Actions” & “Documents”
 - Under “Documents”, click on “Invoice” for Check/Money Order Payments (or) “Receipt” for Credit Card payments.
 - Click on “Print” (or) “E-mail” options
 - Under “Actions” there is an option to “Print Your Registration”
 - Provide Your Employer with the Invoice and/or Registration Document for Institutional Payments or Personal Reimbursements

*****Important Notes*****

1. PLEASE **print a copy of your Invoice and mail it with your check or money order payment!!!** Please instruct your Accounts Payable Departments accordingly. Otherwise, we might be unable to associate the check for your payment with your individual registration. Some school districts do not note registrant names or registration ID’s on checks.
2. All conference registration checks or money orders MUST be payable to: **MMEA-ACDA CONVENTION FUND**. Please **DO NOT** include Honor Choir or Membership Renewal Fees in your Convention Registration payments. Honor Choir payments should be sent separately to the respective Honor Choir Chairs. Membership Renewals can be paid separately online at www.nafme.org (MMEA) & www.acda.org (ACDA).***
3. Payments must be **postmarked by Friday, February 23, 2018**, or paid online. Payments mailed after the postmark date will be subject to the Late Registration Fee (\$150.00 for Active Members)
4. Mail Payments & Invoices directly to:
Joel Hill, Conference Registrar
105 Elm Court
Madison, MS 39110
5. School purchase orders **DO NOT** complete registration. **Payment in full—by card, check, money order, or cash—must be paid in order to receive an entry badge and materials at check-in.**
6. Please note that Invoices and Receipts are stored in your RegOnline by Lanyon account, and they are accessible 24/7 simply by logging into your RegOnline account. There also is a direct link embedded in your initial Confirmation E-mail.
7. Refunds can be issued if needed prior to the Early Registration Deadline of **Friday, February 23, 2017**. As per Conference policy, no refunds will be issued after that date.