

CTA REGION 2 LEADERSHIP CONFERENCE CHAPTER REGISTRATION INSTRUCTIONS

In order to speed up the registration process Reg Online has simplified the steps for Group Registrations. Please see detailed instructions below.

Chapter Group Registrations: Additional registrants can be added to your registration by clicking "Add another person" button at the bottom of the Travel & Lodging page. Registration fees for all registrants in the group will be added together and charged to the "primary" registrant account. If members of the group are paying individually (for example with different credit cards) you will need to create separate registrations for each.

The first participant registered in your group will be considered your "primary". Register the "primary" first and then follow online steps until you reach the Travel & Lodging page.

STEP 1

To add a second participant, click on the "**Add Another Person**" button at the bottom of the Travel and Lodging page.

To guarantee a room, you must supply a valid credit card number. **Group reservations** should be made by telephone if charging multiple rooms to the chapter credit card. A credit card authorization form will be required by the hotel.

Included in your reservation:

- Resort Fee waived
- \$10 food voucher; for use at Grand Sierra Resort restaurants
- Free Wi-Fi: complimentary wireless internet service available in all sleeping rooms.
- Health Club: complimentary access to the Grand Sierra Resort Health Club

If you prefer to make a hotel reservation by telephone call 800/501-2651, reference the conference code "CTA11" in order to receive the CTA negotiated rate. To make your reservation on line please click on the following link:
[Grand Sierra Resort](#)

If you experience any difficulty with your hotel reservation, please contact Katie Howard at 916/288-4923 or by email at khoward@cta.org.

Your registration is not yet complete, please click "**Continue**" below to move to the next page.

[Details](#)

or

STEP 2

Enter the email of second participant and click "continue".

Important – Entering the second participant's email will allow them to receive a registration confirmation email that contains additional conference details.

Lodging Information
[Grand Sierra Resort](#)

To add another person to your group, enter their email address.

* Next Person's Email Address:

* Verify Next Person's Email Address:

[Registering a Group?](#)

or [Go back](#)

STEP 3

Enter the second participant's name. All other required fields will be auto-filled with the "primary" registrant's contact information. Continue with registration and repeat steps to add additional participants.

Personal Information

* Email:

* Verify Email:

* First Name:

* Last Name:

Job Title:

* Chapter/Company/Organization:

* Address Line 1:

Address Line 2:

* City:

US State/Canadian Province:

* Zip (Postal Code):

* Home Phone:

Work Phone:

Extension:

Cell Phone:

MANAGE YOUR REG ONLINE ACCOUNT: To manage your registration account login back in using the primary registrants email & password; add another participant to your individual or group account, make a payment or view/print/email your registration record and invoice.

STEP 4

Click on “Already Registered?”
You will then be directed to a new page.

To get started, enter your email address.

* Email Address: [Already Registered?](#)

* Verify Email Address:


* Registrant Type: CTA Member/Participant
[Registering a Group?](#)

STEP 5

Enter primary registrant’s email and password then click continue to access your Reg Online account.

2011 Region 2 Leadership Conference [View Details](#)

To manage your current registration, enter your password.

 * Email Address:

* Password:

[Forgot Your Password?](#)

[Not Registered?](#)


STEP 6

Once you’ve reached your account you can make substitutions, view/print/email your registration record & invoice, make a payment and “Add Another Person”.

Simple Test’s Group - 2 attendees

- [View, Print, or Email Registration Record and Invoice](#)
- [Make Payment](#)

Registrant List	Type	Edit	Actions
1. Simple Test Primary Attendee	CTA Member	Personal Information Agenda Lodging	Substitute
2. Short Quiz	CTA Member	Personal Information Agenda Lodging	Substitute

 [Add Another Person](#)