

# 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

**Travel & Lodging page** - click on the "Add Another Person" button

**HOTEL RESERVATIONS**

**Important! You must make your own hotel reservations prior to September 10, 2010 to receive the CTA negotiated rate.**

CTA has negotiated a special room rate with the Grand Sierra Resort  
 Standard room non-smoking \$79\*  
 Standard room smoking \$79\*  
 Summit Grand II non-smoking (newly remodeled, limited rooms available) \$100\*  
(\*Plus Applicable Taxes)

To guarantee a room, you must supply a valid credit card number. Group reservation should be made by telephone if using the association credit card. If you prefer to make a hotel reservation by telephone call 800/501-2651, reference the conference code, "CTA10", in order to receive the CTA negotiated rate.

**Important Online Hotel Reservation Instructions:**  
**Step 1:** Select Preferred Room Type - "Standard non-smoking", "Standard smoking" or "Summit Grand II, non-smoking"  
**Step 2:** Special Request Information - To specify bed type (Single/king or Double), please type request in the "Special Request Information" section of your hotel reservation page.

Please click on the following link to make your reservations online,  
 be sure to follow the instructions above:  
[Grand Sierra Resort](#)

If you experience any difficulty with your hotel reservation, please call Katie Howard at 916-288-4923 or email her at [khoward@cta.org](mailto:khoward@cta.org).

You will be done registering when you click on "Finish My Registration". Click on the "Continue" below.

Details

### STEP 2

Enter the email of the new person and then click "continue"

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

**Region 2 Leadership Conference**  
**October 1-3, 2010**

Deadlines:  
 September 10, 2010 - Negotiated rate at the Grand Sierra Resort.  
 September 24, 2010 by 5:00 p.m. - Registration cancellation refund.

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2010 Region 2 Leadership Conference (Event Details)

Grand Sierra Resort  
 Grand Salon Foyer  
 2500 East Second Street  
 Reno, Nevada 89505  
 800/501-2651

Lodging Information  
[Grand Sierra Resort](#)

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

\* New Person's Email Address:

\* Verify your email address by entering it again:

You can add people to your group before finishing your registration. [\(What's This?\)](#)

or [Go Back to Previous Page](#)

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Registration is complete once you select the "FINISH MY REGISTRATION" button on the last page.

### STEP 3

Enter the new participant's name, all other required fields will be pre-filled with the "primary" registrant's contact information, see below. Continue with registration, repeat to add additional participants.

2010 Region 2 Leadership Conference (Event Details)

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You are registering person 2 in your group. ([View 2 Group Members](#))

\* 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:

Continuing This Person's Registration

**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**

Enter primary registrant’s email & registration type and click continue.

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2010 Region 2 Leadership Conference ([Event Details](#))

Grand Sierra Resort  
Grand Salon Foyer  
2500 East Second Street  
Reno, Nevada 89595  
800/501-2651

Lodging Information  
[Grand Sierra Resort](#)

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To get started, enter your email address. ([Already Registered?](#))

\* Email Address:

\* Verify your email address by entering it again:

\* Registrant Type:

[Registering a Group?](#)

**STEP 5**

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

Do not begin a *New Registration*.




**In testing mode. Test registrants only.**

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2010 Region 2 Leadership Conference ([Event Details](#))

Grand Sierra Resort  
Grand Salon Foyer  
2500 East Second Street  
Reno, Nevada 89595  
800/501-2651

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Our records show that this email address was used to register for this event.



or enter your password to manage your current registration.

Password:

[Forgot Your Password?](#)

**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”.

**In testing mode. Test registrants only.**

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2010 Region 2 Leadership Conference ([Event Details](#))

To cancel your registration, [contact your event administrator](#).

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**Kathie Howard**

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

[Make a Substitution](#)

[Make Payment](#)

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Registrant List	Type	Edit	Actions
1. Kathie Howard (Primary Attendee)	CTA Member	<a href="#">Personal Information</a>   <a href="#">Agenda &amp; Fees</a>   <a href="#">Lodging &amp; Travel</a>	<a href="#">Print</a>

[Add Another Person](#)

**GROUP HOTEL RESERVATIONS** should be made by telephone if using the association credit card. You will be required by the hotel to complete a form authorizing the use of the association credit card. Contact the hotel directly at 800/501-2651, reference the conference code, "CTA10", in order to receive the CTA negotiated rate.