OSHSA – SBP Summit Registration Instructions

QUICK REFERENCE GUIDE - Promo Codes: Page 2  Registration: Page 3  Payment Options: Page 4  Selecting Classes: Page 5

Registration: OPENS MONDAY, MAY 13th, 8 AM EST

Main Event Page:

- Notice in the Description there is a full schedule of Day 1 and Day 2 sessions, please review this information and have your sessions picked out before moving forward with the registration
- Click the green REGISTRATION button to continue to the registration options
OSHSA – SBP Summit Registration Instructions

1. USING A PROMOTIONAL CODE
   (If not using promo code, skip to page 3)
   i. If you have been provided with a promotional code for various reasons click ENTER PROMOTIONAL CODE before selecting registration quantities

   ![Image of registration form](image1)

   i. Enter your code and Click APPLY CODE

   ![Image of promotional code input](image2)

   i. Once your code is applied you will see the discount for the applicable registration types

   ![Image of discounted registration](image3)
OSHSA – SBP Summit Registration Instructions

2. Registration Options
   a. SBP Summit Registration – Individual Payment
      i. Select the quantity dropdown and click 1 □ Checkout
   b. SBP Summit Registration with Purchase Order
      i. Select the quantity dropdown and click 1 □ Checkout
3. Payment Processing
   a. Paying with a CREDIT CARD
      i. If paying with a credit card, select the SBP Summit Registration – Individual Payment option.
      ii. In the checkout process you will see the Payment Method dropdown
      iii. If you have checked out on Eventbrite previously you may have a card saved
      iv. If you have never made a purchase on Eventbrite you will be prompted to enter new card information

   Payment
   (Your card info is not stored on Eventbrite’s servers)

   Payment Method:* [Add a New Card]
   Card:* Select a card type
   Card Number:* 
   Expiration Date:* [Month] [Year] [CSC*] What’s this?
   [ ] Save billing and payment info for easy ordering

   ***Proceed to step 4 (page 5)***

   b. Paying with Invoice (Purchase Order)
      i. If you plan to pay by invoice you will select SBP Summit Registration with Purchase Order registration option
      ii. NOTE that the price for PO is $10 more expensive
      iii. In the checkout process you will see the Payment Method dropdown
      iv. Select Pay By Invoice
      v. To complete your order you will click Send Invoice with instructions to send PO to info@oshsa.org

   Payment

   Payment Method:* Pay by invoice

   Send Invoice

   Send Invoice: Send PO to info@oshsa.org

   ***Please enter your PO number. If you are unsure of a PO number, list school district/ESC/Employer or email for responsible payer party to send invoice to. If its blank, your sign up email will receive the invoice to forward on***
4. Selecting your Sessions

a. You have **15 minutes** to select your sessions, you should have previewed the schedule and have a plan for selecting each session.

b. Each session option is a REQUIRED field, please complete carefully.

c. Enter your dietary needs.

d. All Day Sessions –

   i. If you **ARE** attending an ALL DAY SESSION you will select the session you wish to attend from the dropdown.

   1. In the remaining day session selection dropdowns select **N/A I AM ATTENDING AN ALL DAY SESSION**

   ii. If you are **NOT** attending an ALL DAY SESSION you will select **NOT ATTENDING ALL DAY SESSION** and proceed to select each session you will attend.

### Other Information

<table>
<thead>
<tr>
<th>Special Dietary Requirement:*</th>
<th>(choose one)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day 1 - ALL DAY SESSIONS</strong></td>
<td>(choose one)</td>
</tr>
<tr>
<td>Day 1, Session 1: 9:55-11:25*</td>
<td>(choose one)</td>
</tr>
<tr>
<td>Day 1, Session 2: 12:45-2:15*</td>
<td>(choose one)</td>
</tr>
<tr>
<td>Day 1, Session 3: 2:30- 4:00*</td>
<td>(choose one)</td>
</tr>
<tr>
<td><strong>Day 2 - ALL DAY SESSION</strong></td>
<td>(choose one)</td>
</tr>
<tr>
<td>Day 2, Session 1: 9:50-11:20*</td>
<td>(choose one)</td>
</tr>
<tr>
<td>Day 2, Session 2: 12:35 – 2:05*</td>
<td>(choose one)</td>
</tr>
<tr>
<td>Day 2, Session 3: 2:20- 3:50*</td>
<td>(choose one)</td>
</tr>
</tbody>
</table>

e. Multi-Part Classes

   i. Day 2 has multiple classes that take up TWO sessions.

   ii. If you select Part 1 you MUST select PART 2 of the corresponding class.

   iii. **EXAMPLE:** I plan on attending Patty Sharp, OT & Erin Iverson, PT - Developmental Coordination Disorder Part 1 during Day 2 Session 1. I will then have to select Patty Sharp, OT & Erin Iverson, PT - Developmental Coordination Disorder Part 2 for Day 2 Session 2 dropdown.