



How to add sessions to your registration IF YOU ARE ALREADY REGISTERED

Questions?

Chat with us online at www.oaeyc.org/conference

Step 1: Click on the "REGISTER" button



Step 2: Click on the "Modify Registration" button

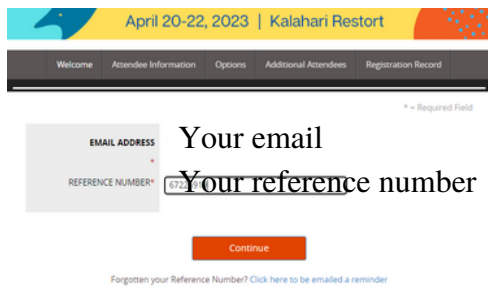
NOTE: It is important to save time to check in your affiliate is listed as "WHO WE'RE". Click here to sign in your profile. Scroll down the page to find your affiliate. Lisa Mandelkern is ready to help with any membership questions! Phone: 419-946-6693 ext. 203 Email: membership@oaeyc.org or Chat Online.

Important Purchase Order Information:
In order to register using a purchase order (PO), you must provide the purchase order number at the time of registration. If you need assistance or have any questions regarding the purchase order process, please contact Laura Richards at admin@oaeyc.org.

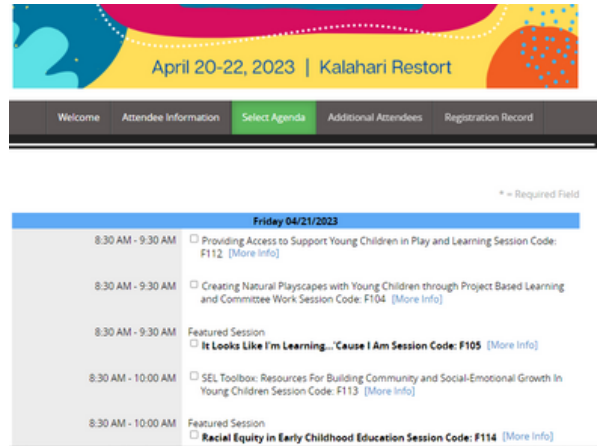
Important group registration information:
In order to receive every 6th registration free, you **MUST** register your entire group together at the same time. Have a group of 50 or more? Please contact Laura Richards at: 419-946-6693, admin@oaeyc.org or chat online with us!



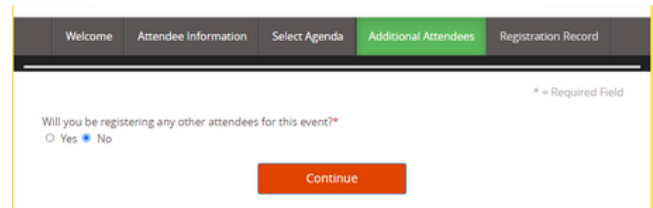
Step 3: Enter your email address and reference number provided in your registration confirmation. Email us at admin@oaeyc.org to have your confirmation resent.



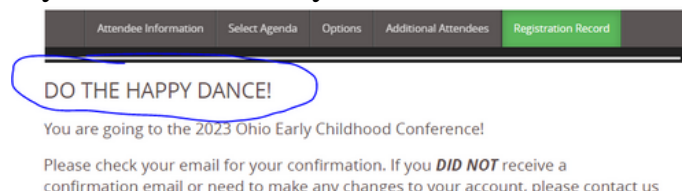
Step 4: Select the sessions you want to attend.



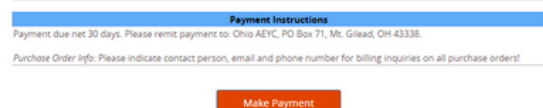
Step 5: Press "no" and then press the "continue" button



Step 6: When you see this message, your account has been updated and you are all set. Yay!



Note: If you have a **balance due**, your payment via check or purchase will pre-polulate. All you need to do to finish is click "Make Payment"...then do the happy dance!



Helpful Hints:

- * You can only register for ONE session per timeslot.

- * If you choose a multiple part session, you must attend all parts (Part 1, Part 2 etc) to receive credit.

- * Not sure what sessions to take? Let our new Session Concierge help finding you the perfect sessions!
Email: membership@oaeyc.org or Chat online at www.oaeyc.org or call 419-946-6693 Ext. 203

- * You MUST be registered for a session in order to receive any type of credit, including Ohio Approved Credit or DODD credit.

- * Group Registration: If you were registered as part of a group, only the group administrator will have access to the entire group. Those in the group who are not the group administrator, will only have access to their own registration.

- * If you experience any problems or have any questions, please contact us via Chat, Email or Call 419-946-6693.

www.oaeyc.org/conference