



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

Questions? Chat with us online at www.oeaeyc.org/conference

Step 1: Click on the "Register" button



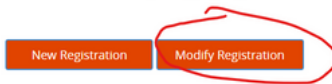
Step 2: Click on the "Modify Registration" button

To qualify for a member discount, you must be a current Standard or Premium member of NAEYC/Ohio AEYC. **You will need to provide your valid member number during registration.**

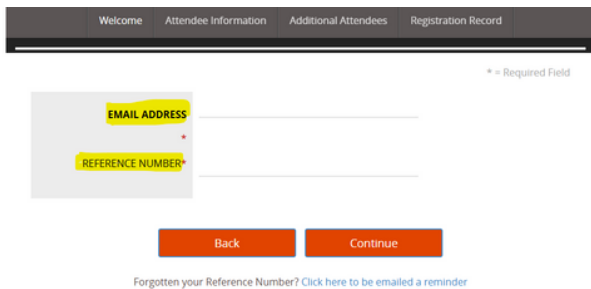
Note: It is important to take time to check if your affiliate is listed as "Ohio AEYC". [Click here](#) to log-in to your profile. Scroll your affiliate. Lisa Mandelert is ready to help with any membership questions! Phone: 419-946-6693 ext. 203 Email: memt@oeaeyc.org Chat Online.

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 questions regarding the purchase order process, please contact Laura Richards at admin@oeaeyc.org

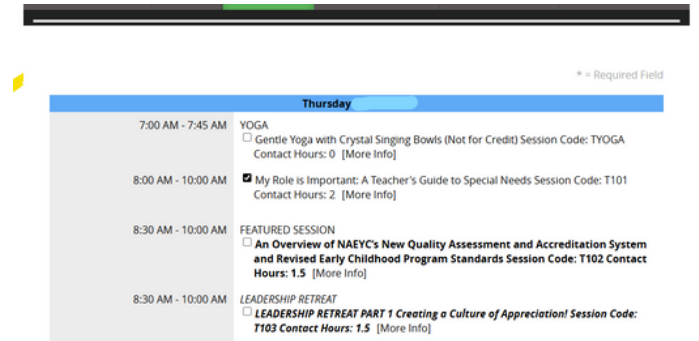
Important group registration information:
In order to receive every 6th registration free, you **MUST** register your entire group together at the same time. Have a group of 15 or more? Please contact Laura Richards at 419-946-6693, admin@oeaeyc.org or chat online with us!



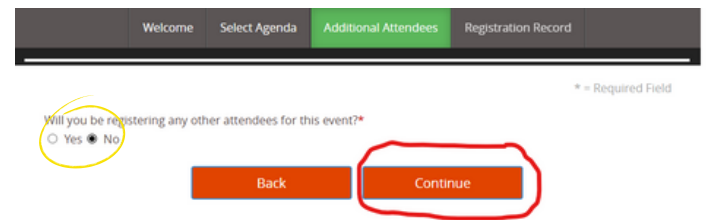
Step 3: Enter your email address and reference number provided in your registration confirmation. Email us at admin@oeaeyc.org to have your confirmation resent.



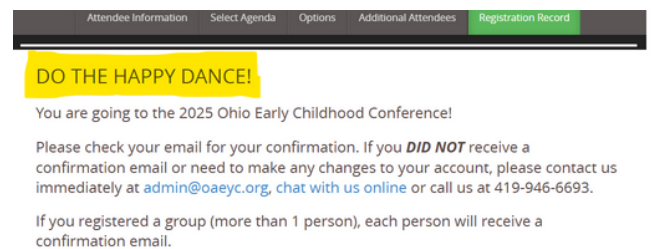
Step 4: Select the sessions you want to attend.



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 order will prepolulate. To finish, all you need to do is click "Make Payment" ...then do the happy dance!

