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The following conventions are used throughout this manual:

Icons used in this Manual

-  - This icon is used to flag noteworthy information. If you see this icon, it gives you further information and additional tips that will help you use the program with more ease
-  - This icon is used to flag information that you should read before you proceed with a set of instructions
-  - This icon is used to flag critical information that you **MUST** read before you proceed with a set of instructions
-  - This icon is used to represent a Hyperlink and is sometimes used in conjunction with blue underlined text

Hyperlinks

If you see blue underlined text in this manual, it means that you can click on the blue underlined text and it will link you to another section of the manual. i.e. [Hyperlink](#)

Registration

How to Log On:

Open the **Email** that contains the **Web Address** that was sent to you by the **System Administrator**

Once you open the above-mentioned **Email**, you can choose to do one of the following options:

1. Click on the **Web Address** Link located in your **Email**
2. Copy and Paste the **Web Address** in your **Internet Browser**
3. Type the **Web Address** in your **Internet Browser**

Click on the **“Conference Registration”** button

Enter your **“User Name”** that was sent to you by your System Administrator via email

Enter your **“Password”** that was sent to you by your System Administrator via email

Click on the **“Login”** button

I Forgot My Password:

① If you have forgotten your Password, Type your email address in the Email Address field and Click on the “Send” button. Once you click on the Send button, your Login information will be sent to you if you are found in the database.

First Time Login:

If you are logging on for the first time, you will have to complete the Chapter Verification form

Complete the appropriate fields in the **Verification** form

Click on the **“Save”** button

① If a field has an “Asterisk”, you must complete those fields before you can “Save” your information*

① Your System Administrator may have setup Links for your Registration Screen. These links are located under the Log Out button. Simply Click on the Link and it will direct you to the intended Website.

How to Edit Chapter Information:

Click on the “**Chapter Name Link**” located in the upper left-hand of the screen
Make the appropriate changes to the **Chapter** information
Click on the “**Save**” button

How to Register a Judge:

Click on the “**Judges Registration**” button
Complete the “**Judge/Coordinator Registration**” form
Click on the “**Register**” button

① If a field has an “Asterisk”, you must complete those fields before you can “Register” your information*

How to use the Help Feature:

Click on the “**Help**” button
Click on the “**Conference Registration**” button to return to Registration

How to Add an Advisor:

Click on the “**Add Advisor**” button
Complete the appropriate fields on the **Advisor** form
Click on the “**Save**” button

How to Edit an Advisor:

Locate the appropriate **Advisor**
Click on the “**Edit**” Link
Make the appropriate changes to the **Advisor** form
Click on the “**Save**” button

How to Add an Item to an Advisor:

Locate the appropriate **Advisor**
Click on the “**Item**” Link
Complete the appropriate fields on the **Item** form
Click on the “**Save**” button

① Your System Administrator has the ability to change the Label for Item Selection to whatever term best fits their needs. In these instructions, you will see the word Item; however, it could be different based on the System Administrator’s label selection

How to Edit an Item for an Advisor:

Locate the appropriate **Advisor**
Click on the **“Item”** Link
Make the appropriate changes to the **Item** form
Click on the **“Save”** button

How to Delete an Advisor:

Locate the appropriate **Advisor**
Click on the **“Delete”** Link
Click on the **“Ok”** button if you want to Delete; otherwise, click on the **“Cancel”** button

How to Add a Student and Event(s):

Click on the **“Add Student”** button
Complete the appropriate fields on the **Add Student & Event** form
Select the appropriate **Event(s)**
Click on the **“Save”** button

How to Edit a Student and Event(s):

Locate the appropriate **Student**
Click on the **“Edit & Select Events”** Link
Make the appropriate changes to the **Student & Event** form
Click on the **“Save”** button

How to Add an Item to a Student:

Locate the appropriate **Student**
Click on the **“Item”** Link
Complete the appropriate fields on the **Item** form
Click on the **“Save”** button

How to Edit an Item for a Student:

Locate the appropriate **Student**
Click on the **“Item”** Link
Make the appropriate changes to the **Item** form
Click on the **“Save”** button

How to Delete a Student:

Locate the appropriate **Student**
Click on the **“Delete”** Link
Click on the **“Ok”** button if you want to Delete; otherwise, click on the **“Cancel”** button

① Your System Administrator has the ability to change the Label for Item Selection to whatever term best fits their needs. In these instructions, you will see the word Item; however, it could be different based on the System Administrator's label selection

How to Add a Guest/Other Name:

Click on the **“Add Guest/Other”** button
Complete the appropriate fields on the **Guest/Other** form
Click on the **“Save”** button

How to Edit a Guest/Other Name:

Locate the appropriate **Guest/Other Name**
Click on the **“Edit”** Link
Make the appropriate changes to the **Guest/Other** form
Click on the **“Save”** button

How to Add an Item to Guest/Other Name:


Locate the appropriate **Guest/Other Name**
Click on the **“Item”** Link
Complete the appropriate fields on the **Item** form
Click on the **“Save”** button

How to Edit an Item for a Guest/Other Name:

Locate the appropriate **Guest/Other Name**
Click on the **“Item”** Link
Make the appropriate changes to the **Item** form
Click on the **“Save”** button

How to Delete a Guest/Other Name:

Locate the appropriate **Guest/Other Name**
Click on the **“Delete”** Link
Click on the **“Ok”** button if you want to Delete; otherwise, click on the **“Cancel”** button

 **Your System Administrator has the ability to change the Label for Item Selection to whatever term best fits their needs. In these instructions, you will see the word Item; however, it could be different based on the System Administrator's label selection**

How to View Registration:

Click on the **“View Registration”** button

Click on the **“Home”** Link located at the top of the Screen

 *For different View options, please follow the on-screen instructions carefully*

How to Finish Registration:

Click on the **“Submit”** button

 *If you make changes after you have submitted your Registration, be sure to click on the Submit button again*

How to use the Save and Finish Later Link:

Click on the **“Save and Finish Later”** Link if you want to continue with Registration at another time

How to use the View Payment Receipt Link:

Click on the **“View Payment Receipt”** Link if you want to view the Item Invoice and/or Conference Registration Invoice

How to use the View Entire Conference Schedule Link:

Once the System Administrator has finished schedules and turns on the Schedule option, you will see the View Entire Conference Schedule link

Click on the **“View Entire Conference Schedule”** Link

Click on the **“Home”** Link located at the top of the Screen

How to use the View My Chapter’s Schedule-By Student Link:

Once the System Administrator has finished schedules and turns on the Schedule option, you will see the View My Chapters Schedule-By Student link

Click on the **“View My Chapters Schedule-By Student”** Link

Click on the **“Home”** Link located at the top of the Screen

How to use the View My Chapter’s Schedule-By Event Link:

Once the System Administrator has finished schedules and turns on the Schedule option, you will see the View My Chapters Schedule-By Event link

Click on the **“View My Chapters Schedule-By Event”** Link

Click on the **“Home”** Link located at the top of the Screen

How to use the View My Chapter's Registration Link:

Once the System Administrator has finished schedules and turns on the Schedule option, you will see the View My Chapters Registration link

Click on the **"View My Chapters Registration"** Link

Click on the **"Home"** Link located at the top of the Screen

How to Log Out:

Click on the **"Log Out"** button