UPDATING & ADDING INFORMATION TO YOUR REGISTRATION

The following are directions on how to re-enter your existing registration in order to:

- view/print invoice
- view, check or change information submitted online
- substitute a name of an already registered participant
- add or change program, teacher, musician, etc. information

GETTING IN AGAIN

1. Go to your conference URL or find a link at www.acdfa.org, Regional Conferences.
2. Click the "Register Now" button at the right top of the page.
3. Scroll down to the registration section and click on “View or Change your Existing Registration,” located just above and to the right of where you would enter your email address.
4. Wait for a new page to come up.
5. Enter your email address (this email must be the address of the Faculty Representative [or a faculty members for teaching information) and password and click “continue.”

FOR ALL FUNCTIONS BELOW, FOLLOW STEPS 1-5 AND PROCEED WITH DIRECTIONS AS LISTED.

I’M IN. NOW WHAT?

- TO ACCESS YOUR INVOICE, TO CHECK AND/OR VIEW INFO ALREADY SUBMITTED ONLINE
  1. Re-Enter the system by following #1-5 above.
  2. Click on “View Print or Email Registration Record and Invoice.”
  3. Under “Actions” you can view and print your invoice.
  4. To check submitted information, scroll to the bottom of the page and click on the appropriate registrant.

- TO ADD OR CHANGE PROGRAM, TEACHER AND/OR MUSICIAN INFORMATION
  1. Re-Enter the system by following #1-5 above.
  2. Click on Online Forms after the name of the appropriate registrant. (For most purposes, the “forms” will be under the Faculty Representative’s name.)
  3. Add/change where appropriate.
  4. IMPORTANT: Click “Continue to next step” at the bottom of the page.
  5. Continue with additions/changes as needed.
  6. Click on “Continue” at the bottom of each page, regardless of whether or not changes have been made on that page.
  7. IMPORTANT: The prompt at the bottom of the last page reads, When all changes have been made, scroll to bottom of the page and click on “Finish.”
  8. Clicking Finish will bring you to the Confirmation Page. You should see the following message: “Your registration is complete.”
  9. You will receive an “Update Confirmation” email.
• TO ADD REGISTRANTS
  1. Re-Enter the system by following #1-5 above.
  2. Click on “Add another person” (lower left corner).
  3. Proceed through registration pages.
  4. Be sure to go through all pages (clicking on “Continue”, until you click “Finish” to get to the Confirmation Page.
  5. You will receive an “Update Confirmation” email.

• TO SUBSTITUTE ONE REGISTANT NAME FOR ANOTHER
  (Warning: this one is not fun.)
  1. Re-Enter the system by following #1-5 above.
  2. Click on “Substitute” in the last column of the appropriate registrant's name.
  3. Enter updated information and click on “Continue.”
  4. Click on “Continue” at the bottom of each page, regardless of whether or not changes have been made on that page.
  5. IMPORTANT: The prompt at the bottom of the last page reads, When all changes have been made, scroll to bottom of the page and click on “Finish.”
  6. Clicking Finish will bring you to the Confirmation Page. You should see the following message: “Your registration is complete.”
  7. You will receive an “Update Confirmation” email.

NOTE: You must go to the end for EACH PERSON. Once you get to the Confirmation Page, click on “Change your Registration” to enter information for another person. There is no way round this. Apologies in advance.

• TO UPDATE/CHANGE LODGING/TRAVEL INFO
  1. Re-Enter the system by following #1-5 above.
  2. Click on “Lodging & Travel” after the name of the appropriate registrant.
  3. Add new info or make changes.
  4. Click on “Continue” at the bottom of each page, regardless of whether or not changes have been made on that page.
  5. IMPORTANT: The prompt at the bottom of the last page reads, When all changes have been made, scroll to bottom of the page and click on “Finish.”
  6. Clicking Finish will bring you to the Confirmation Page. You should see the following message: “Your registration is complete.”
  7. You will receive an “Update Confirmation” email.

• TO UPDATE/CHANGE PARTICIPANT INFO
  (rarely needed; cannot use for substituting a name)
  1. Re-Enter the system by following #1-5 above.
  2. Click on “Participant Information” after the name of the appropriate registrant.
  3. Add new info or make changes.
  4. Click on “Continue” at the bottom of each page, regardless of whether or not changes have been made on that page.
  5. IMPORTANT: The prompt at the bottom of the last page reads, When all changes have been made, scroll to bottom of the page and click on “Finish.”
  6. Clicking Finish will bring you to the Confirmation Page. You should see the following message: “Your registration is complete.”
  7. You will receive an “Update Confirmation” email.
NOTE ON SAVING CHANGES:

To save any changes you must keep going through the registration pages until you click on “FINISH.”

NOTE ON CHECKING TO SEE WHAT YOU HAVE SAVED:

You can check at any point to see what has been entered in your registration by re-entering the system and viewing the Registration Record or by going into the forms themselves.

If you are having problems with any of the above, contact Diane DeFries in the national office (acdfa@verizon.net) or (301) 670-2820, or your conference coordinator.