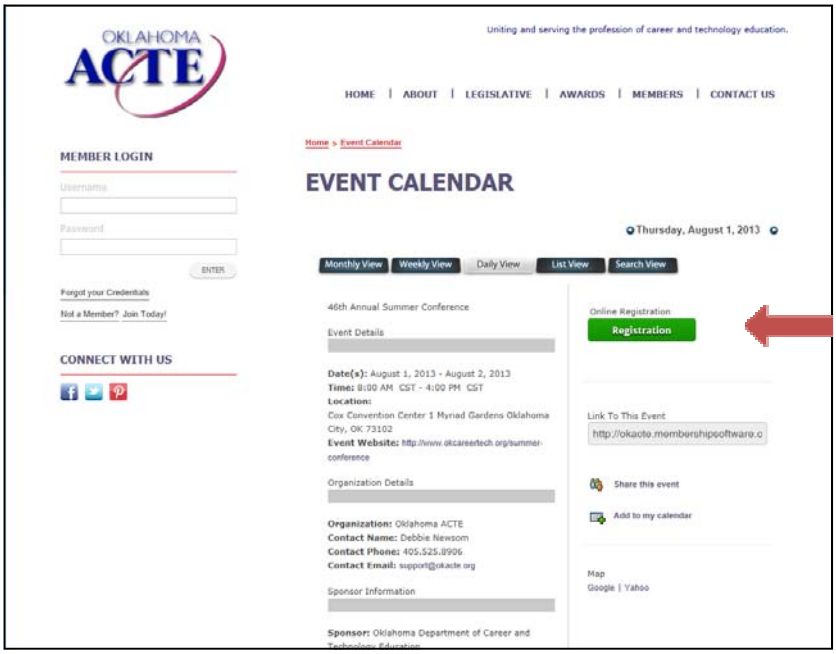
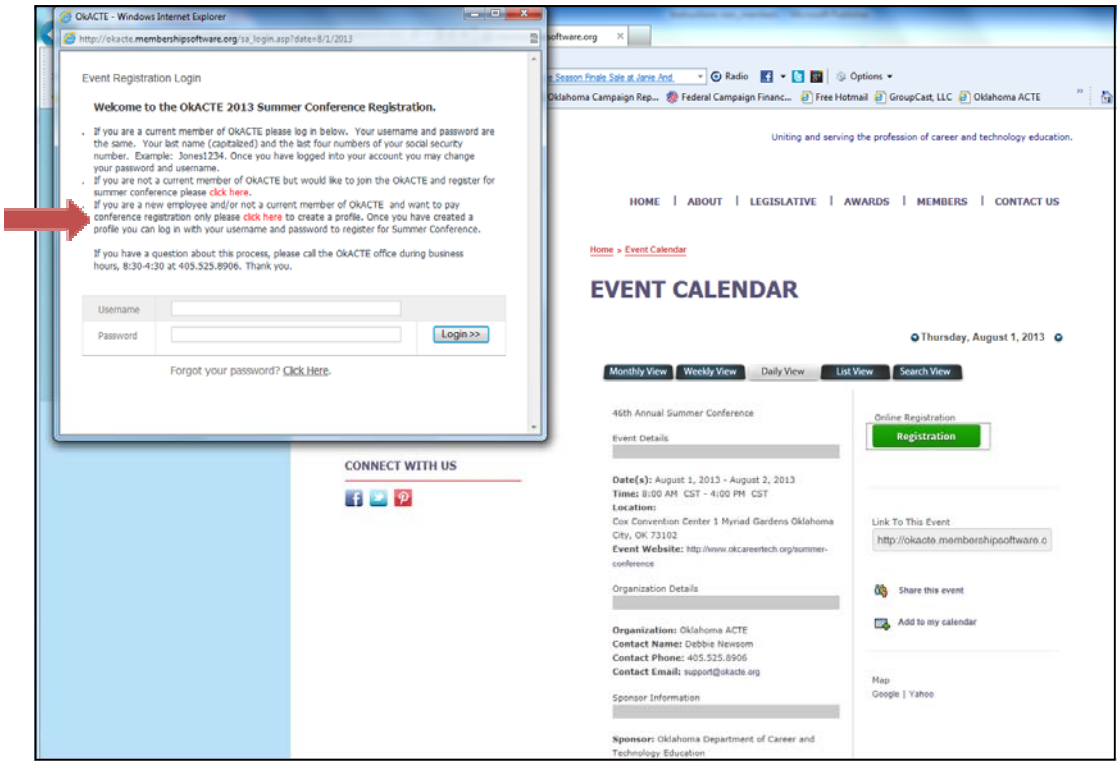
Registration Instructions for OkACTE New or Non Members

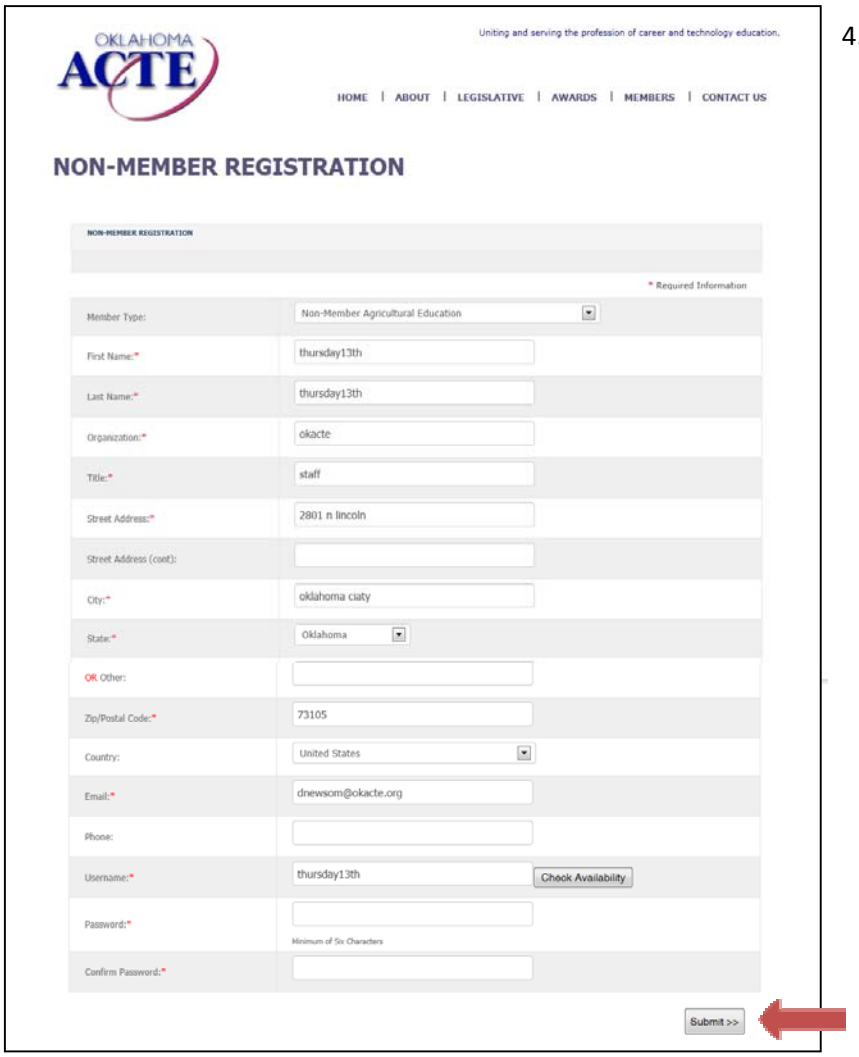


1. If you are not a current OkACTE (2012-2013) member click on the **Green Registration** button on the right of your screen.

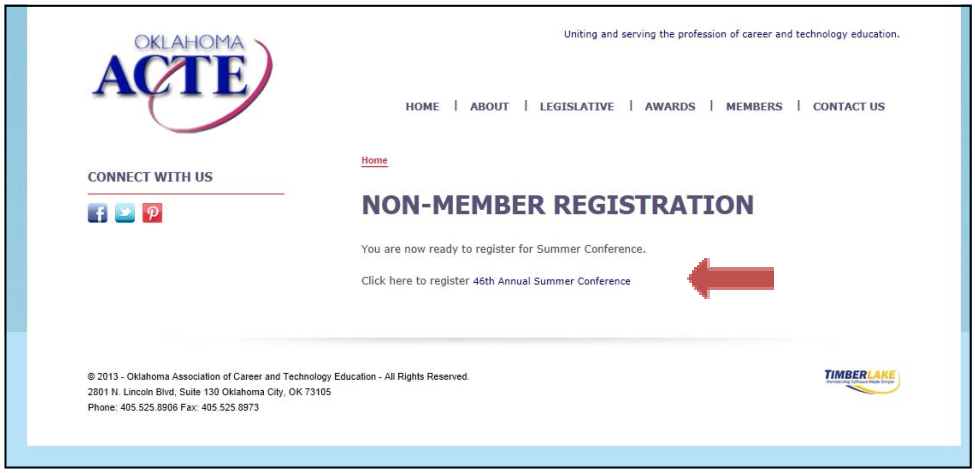


2. There will be a pop up window with three options.
3. You will click on the third option that says, "*If you are a new employee and/ or not a current member of OkACTE . . .*" This will allow you to create a profile in our system for registration.

NOTE: If you would like to pay membership dues first, please click on the second option, "*If you are not a member of OkACTE but would like to join the OkACTE . . .* "

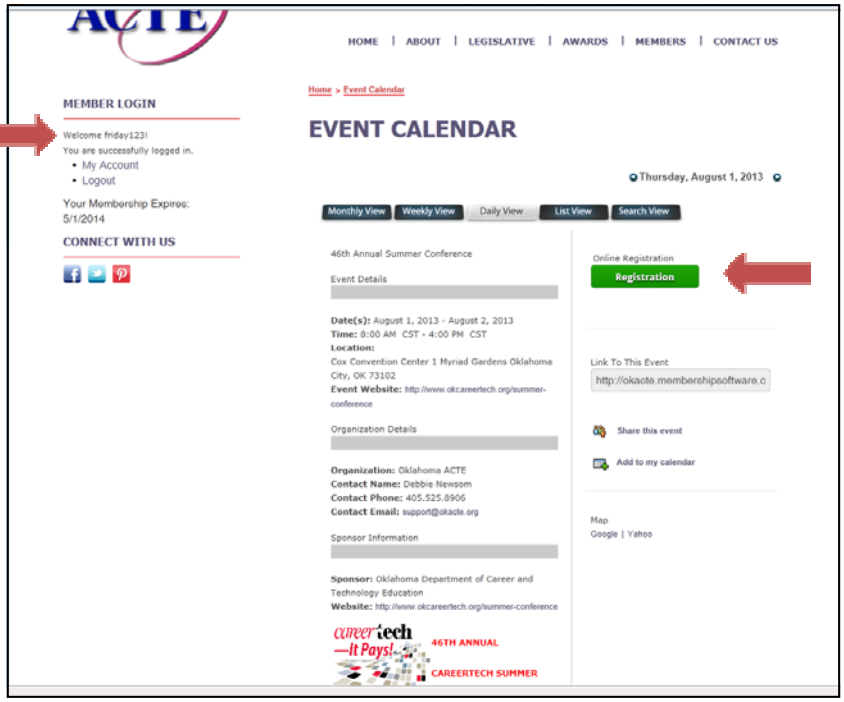


4. Next you will complete the *required information on the non-member form. When the form is complete click "Submit" at the bottom of the page

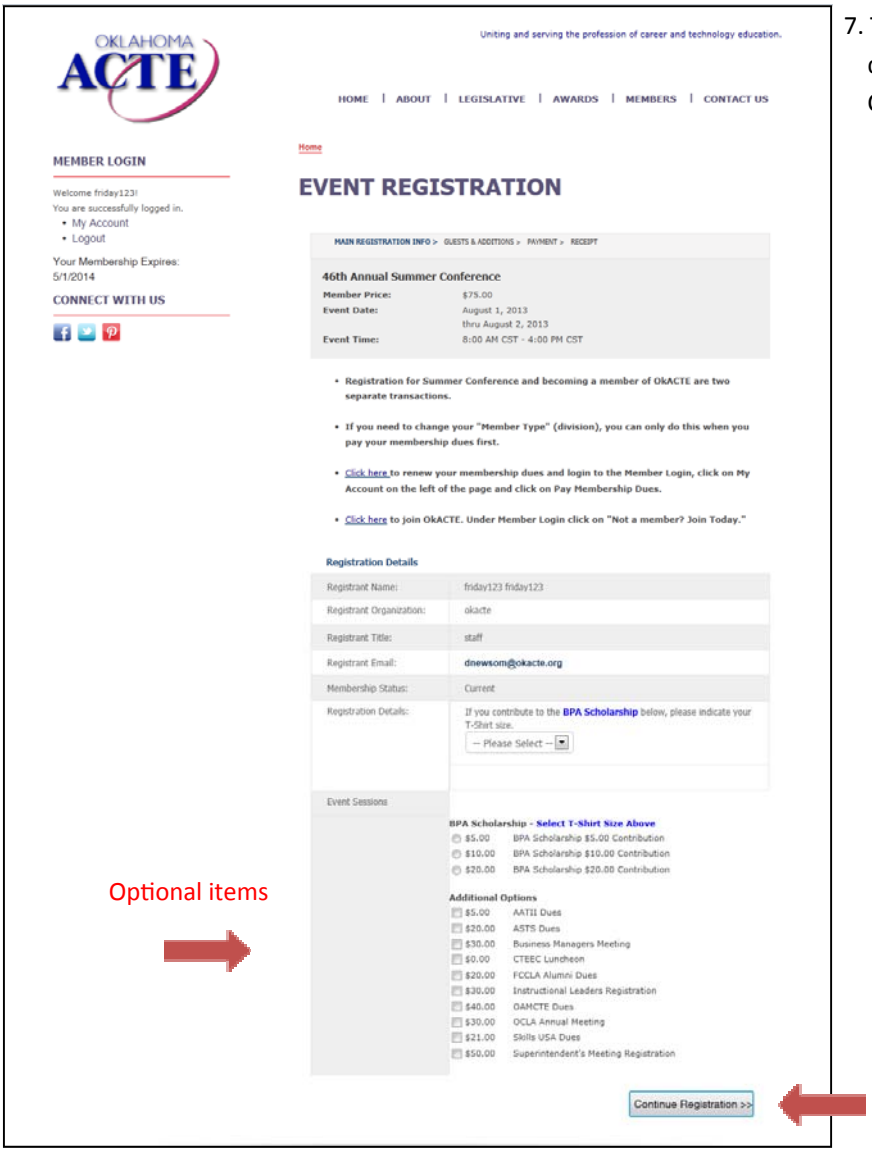


5. Next you will click on 46th Annual Summer Conference.

Registration Instructions for OkACTE New or Non Members—*continued*

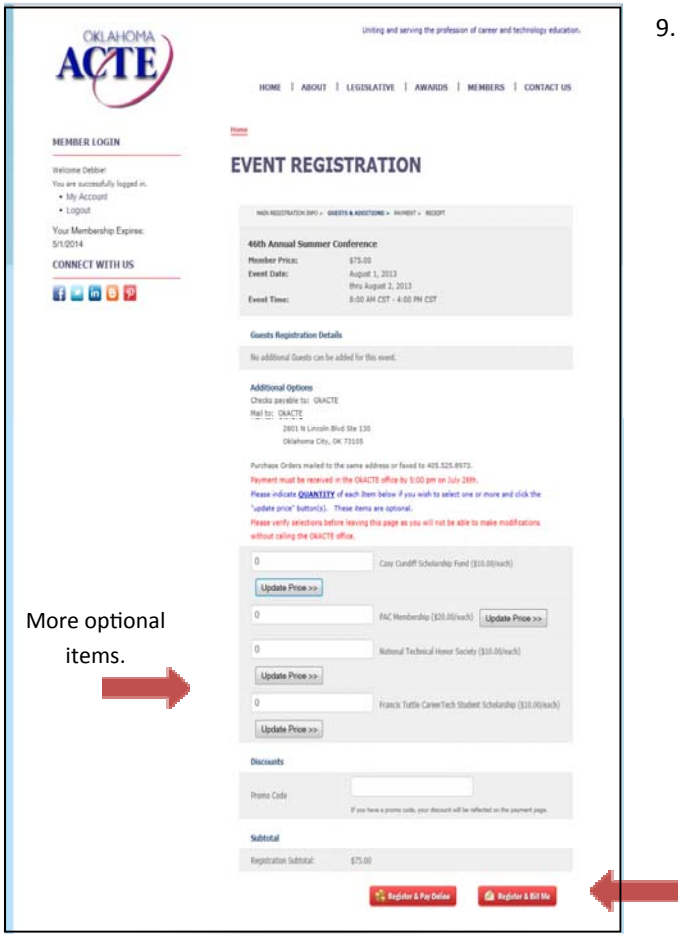


6. Now that you have a profile in our system you are logged in and can continue with the registration process. Click the **Green Registration** button again.



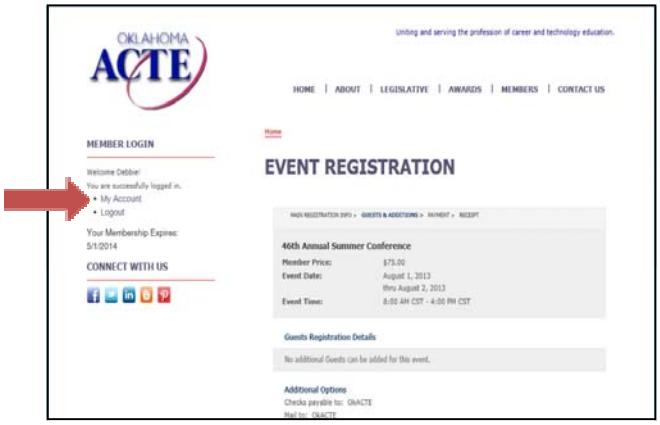
Optional items

7. This is the first page of registration. You will scroll down to make your selections. Then you will click on Continue Registration at the bottom of your screen.



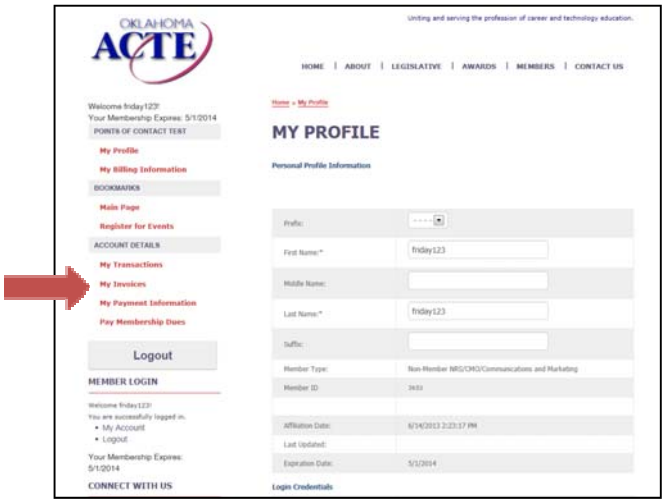
More optional items.

9. On the second page of Registration there are more optional items. Please indicate the QUANTITY of each item that you choose, ie, 2 Francis Tuttle Scholarships @$10 each (total contribution will be $20). Be sure to click the "Update Price" button on each item. When you have made all your selections click on "Register & Pay Online" to pay by credit card. Click on "Register & Bill Me" to send us a check or Purchase Order.



To Print a Summary/Receipt/Invoice

A. When you are logged in, click on "My Account."



B. Next, click on My Transactions and/or My Invoices to see what is owed or what is paid and to Pay Membership Dues.