

# NAESC 2010 National Conference Online Registration Process

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# Presentation Overview

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# Definitions


- **Attendee:** any person registered to attend
  - Includes head delegates and secondary delegates
  - Can't log in to registration system unless password set
- **Head delegate (HD):** attendee serving as point of contact for registration system for a council
  - Usually person who initially registered the council, unless they changed it
- **User:** person logged in to the registration system
  - Identified by email address and password
  - Can be either a head delegate or another attendee with a password set

# Definitions

- **Registration periods:**
  - Early registration:
    - Deadline: 12 AM Central, Sunday 1/31/2010
    - Registration fee: \$155
  - Regular registration:
    - Deadline: 12 AM Central, Sunday 2/14/2010
    - Registration fee: \$180
- **Original registration period (ORP):** registration period corresponding to the *original* time an attendee was registered
  - Attendee's personal info can **only** be modified during his/her ORP & *must* be complete by ORP deadline

# Attendee Registration Info (ARI)

- Name
- Email address
- Password (optional)
- Major
- Gender
- T-shirt size
- Resume (optional, \$5 discount if provided)
- Vegetarian option
- Tour selection
- Emergency contact:
  - Name
  - Phone number
- Allergies:
  - Medication
  - Food

A red starburst graphic with multiple points, containing white text.

ARI can **only** be changed  
during **original**  
registration period!

# Council Registration Info (CRI)

- Basics: name, school, web site
- ARI for all attendees\*
  - Max: 15
  - After an attendee's ORP ends, no changes are allowed
- Arrival info:
  - Method (flying, driving, other + explanation)
  - ETA:
    - Flying: scheduled arrival time at ABIA
    - Driving/other: expected check-in time at AT&T Center
- Delegate selections
- Award applications\*
- Payment info\*

CRI can generally be changed until the regular registration deadline, regardless of when the HD's ORP ends. Different deadlines apply to \*'ed items; see notes on other slides.

# Privileges

## Head delegate

- Add new attendees
- View/modify any ARI
- Remove attendees
- View/modify CRI
- View/print council invoice

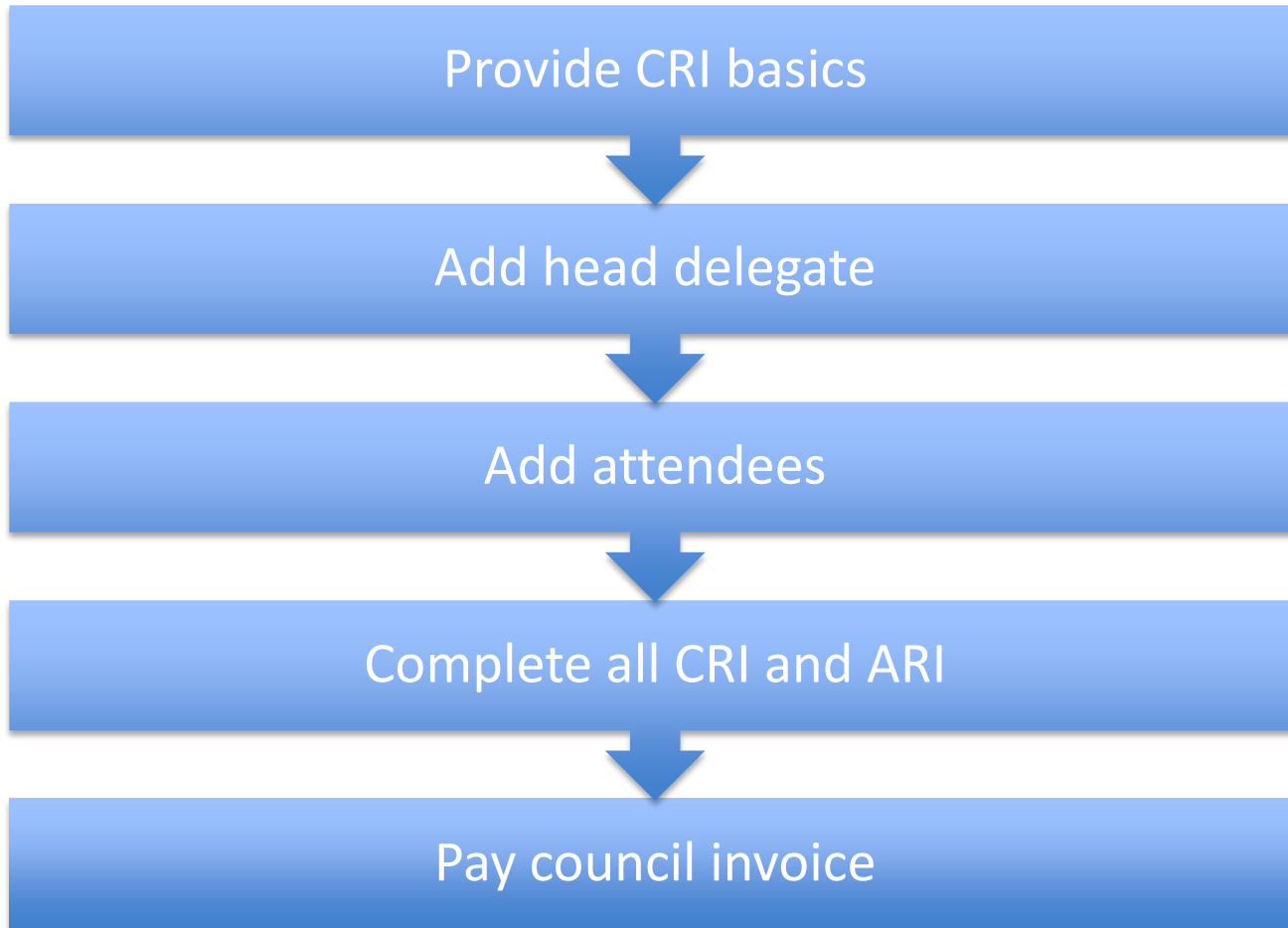
## All users (including HD)

- View CRI *basics only*
- View/modify own ARI
- View/print personal schedule
- Contact us



Deadlines apply to all actions!

# Registration Process



# Registration Example

- Jane wants to register her council.
- She clicks the Register your council link on <http://www.naesc2010.com>. (Not available yet.)
- She enters CRI basics for her council.
- She is redirected to the *Add a new attendee page* for her council.
- She fills out her ARI basics.
- Once her email address is validated, she becomes the head delegate for her council.

# Registration Example (cont'd)

- As HD, Jane can now go to the Dashboard and:
  - Add a new attendee
  - Modify an attendee (if his/her ORP isn't over)
  - Remove an attendee (if his/her ORP isn't over)
  - Select delegates
  - View invoice
  - Modify arrival information
  - Apply for awards

# Registration Example (cont'd)

- Jane needs to complete all CRI by the time the **regular** registration period ends.
  - CRI (except award applications) will be locked at the end of the regular registration period.
- Her council will receive an official invoice, due 2/28, at the end of regular registration.
- If her council will be applying for awards, she needs to submit the application(s) by 2/28.

# Award Applications

- Previous award system confused our council.
- We've made it much more straightforward:
  1. HD clicks the application link in the Dashboard.
  2. HD fills out the form with separate responses for each subquestion.
    - Each response has its own entry field in the web browser and its own active word counter.
    - A picture or group of pictures may also be uploaded.
  3. HD submits the application by 2/28.

# Reviewing Award Applications

- The award application review process has been designed simply:
  1. Log in to the NAESC web site (credentials to be provided) and click Review award applications.
  2. Pick the appropriate award.
  3. Click an application in the list of submitted applications to view it or print it out.
- Further training will be provided when the site goes live.

# Issues

- Ran into some implementation issues with our web host, so the registration functionality is not public yet.
- The implementation issues should be resolved by 9/28.