



# California Automotive Teachers

## Group Membership Registration Instructions

**Please read completely before proceeding for a seamless and easy registration.**

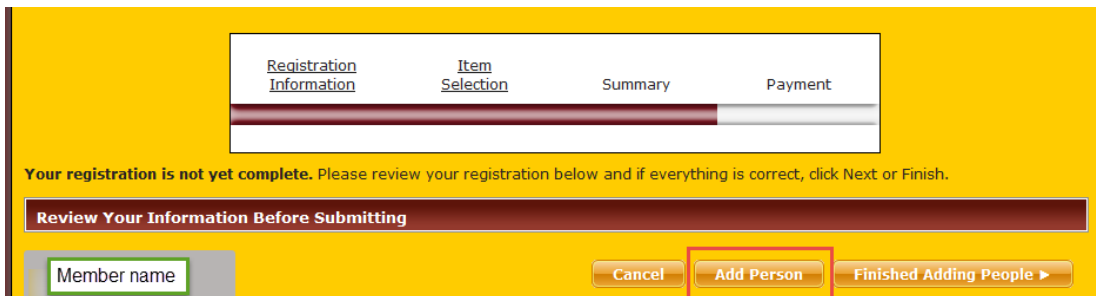
We no longer offer institutional registration but we are currently able to offer a group registration feature for schools who wish to register multiple instructors and pay for everyone at one time. Below are the instructions on how to register multiple members and make one payment. Credit card payment is our preferred method of payment for this type of registration.

Before you begin here is what you will need to know from each member who will be attending the conference.

- The members first and last name.
- The members email address that is associated with CAT
- The members Primary and Secondary mailing address.
- The members newsletter preference such as “Postal, E-mail or Both”
- If the member is an ASC member or not.
- If the member wants to allow vendors to contact them via e-mail.
- Primary discipline such as Auto/Lt Truck, HD Truck or Auto body.
- If the member would like a vegetarian lunch.
- If you will be paying using a purchase order (not recommended) you will need two additional bits of information.
  - Purchasing agent name.
  - Purchasing agent e-mail address.
- If the member will be attending a tour or not. There may be a charge for the tour.
  - **NOTE!** If the member wants to attend a tour that has an additional cost and the school won't pay for it don't select the tour at this time. After the initial registration and payment the member can log back in and modify their registration adding the tour and paying the difference themselves with their own credit card. If additional help is needed have the contact me at: [registration@calautoteachers.com](mailto:registration@calautoteachers.com) .
- If the school will only pay for the conference but not the membership complete the registration. When on the payment page choose to make a partial payment. Pay the conference fee for all your members and leave the membership fee as the balance. The member can modify their registration themselves and pay the remainder with their own credit card. If they need help with this have them contact me at: [registration@calautoteachers.com](mailto:registration@calautoteachers.com)
- Instructions on how to modify a registration can be found on our website conference page. Or click this link: <http://www.calautoteachers.com/conferences.html> and click the link on the page to open up the instructions.

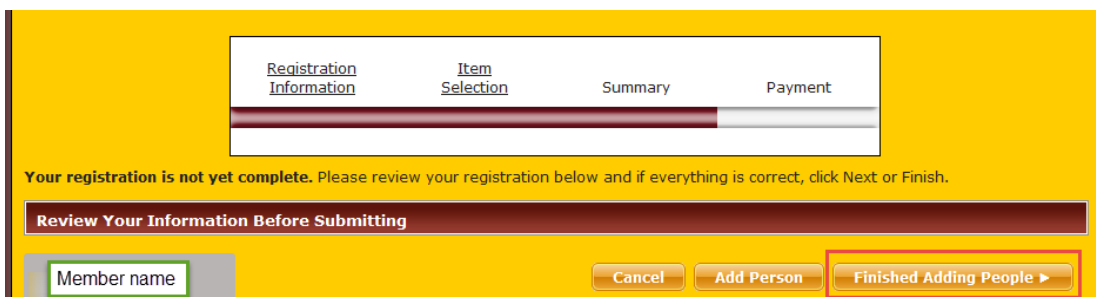
## Specific Group Registration Instructions

1. From our website registration page [http://www.calautoteachers.com/reg\\_join.html](http://www.calautoteachers.com/reg_join.html) click on the button to “Renew Membership & Conference Reg.”
2. If you are not attending do not enter your name. Instead enter the name and email address for the first person who will be attending the conference.
3. Place a dot in the circle for “Registration Type” and click “Next”
4. Enter or correct information on this page such as “School name”, Newsletter choice, Vendor choice and Primary Discipline.
5. Enter or correct primary and secondary mailing address information.
6. If you would like to send this information to a colleague enter their information.
7. Click “Next”
8. Choose the food type and if payment will be with a PO or not. If you choose “Yes” additional information for the purchasing agent will be required. Click “Next”
9. Choose if the member will be attending a tour or not and click “Next”
10. Each member can bring one guest such as a spouse or significant other for just a conference fee.
  - a. If you add a guest additional information will be required for the guest such as name, email address, food choice and tour choice.
  - b. A conference registration fee will be added to the total cost.
11. Click “Next”
12. Click on the “Add Person” button. See the image below.



The screenshot shows a registration progress bar with four stages: Registration Information, Item Selection, Summary, and Payment. The progress bar is partially filled, indicating the current stage. Below the progress bar, a message states: "Your registration is not yet complete. Please review your registration below and if everything is correct, click Next or Finish." A dark red banner reads "Review Your Information Before Submitting". At the bottom, there is a text input field labeled "Member name" and three buttons: "Cancel", "Add Person" (highlighted with a red box), and "Finished Adding People ▶".

13. Repeat steps 2 through 12 until you have added all of your members.
14. When you are done adding all of your members click the “Finished Adding People” button. See the image below.



This screenshot is identical to the previous one, showing the registration progress bar and the "Review Your Information Before Submitting" banner. In this image, the "Finished Adding People ▶" button is highlighted with a red box, indicating the next step in the process.

15. Review the summary of your registration and scroll down under the payment section to make your payment. We prefer that payment is made using a credit card if at all possible.