

# How to Renew Membership or Join CAT and Split the payment for the Conference

1. Navigate your web browser to the CAT membership and conference registration page.  
[http://www.calautoteachers.com/reg\\_join.html](http://www.calautoteachers.com/reg_join.html)



2. Click on the middle button. "Renew Membership & Conference Reg."



3. If you are a new member click on "Join CAT & Attend the Conference".



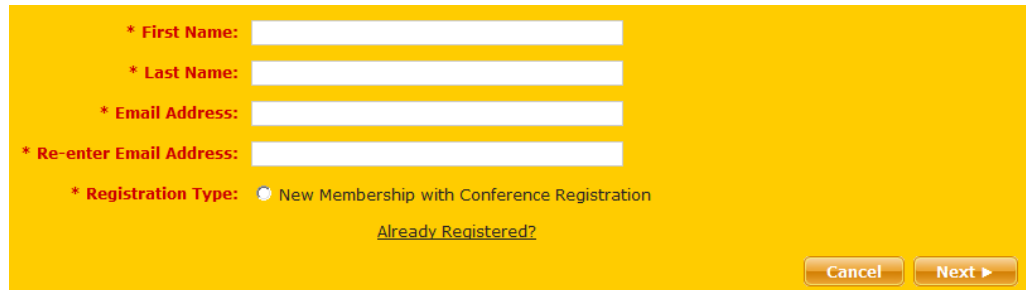
4. Members who are renewing should fill out the form. Make sure to use the email address that is associated with CAT. Place a dot in the circle and click "Next". If you are having trouble fill out the contact webmaster form on the website. <http://www.calautoteachers.com/contact.html>

The screenshot shows a registration form with a yellow background. It contains the following fields and options:

- \* First Name:
- \* Last Name:
- \* Email Address:
- \* Re-enter Email Address:
- \* Registration Type:  Conference Registration & Membership Renewal
- [Already Registered?](#)
- Buttons: [Cancel](#) and [Next ▶](#)

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5. New members should fill out the form and use an email address that you would want CAT to associate with you. Everything in CAT is keyed off of your email address.



A screenshot of a registration form with a yellow background. It contains the following fields and options:

- \* First Name: [text input]
- \* Last Name: [text input]
- \* Email Address: [text input]
- \* Re-enter Email Address: [text input]
- \* Registration Type:  New Membership with Conference Registration
- [Already Registered?](#)
- Buttons: Cancel, Next ▶

6. Complete the necessary information. If you are renewing your membership check to make sure your information is correct. Change any information that is not correct. Click Next.
7. Choose your lunch type. If you will be paying any part of your payment with a P.O. select “Yes” and enter the name and email of your purchasing agent. Then click “Next”.



A screenshot of a form titled "Registration Questions" with a yellow background. It contains the following fields and options:

- \* Type of Lunch:  Meat  Vegetarian  None
- \* Will you be paying with a Purchase Order?:  Yes  No
- \* Purchasing Agent Name: [text input]
- \* Purchasing Agent Email: [text input]
- Buttons: ◀ Previous, Cancel, Next ▶

8. You may be offered to sign up for a tour or optional session. Make your choice and click Next.
9. You may add one guest for an additional conference fee. Click Next to continue.
10. On the payment page you are given 4 options. Credit card, PayPal, Check or Purchase Order. If you are paying any part of the fee with a credit card choose this option.
11. Change Amt. Applied value to reflect the amount you wish to apply to the credit card. Such as your membership dues for \$50.00. Click Update, now fill in the rest of your credit card information and click Finish.


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(The minimum payment amount is \$45.00)

Item Name	Fee	Qty	Amt Ordered	Amt Applied
Both Conference & Membership Registration	\$95.00	1	\$95.00	[50.00]

[UPDATE](#) Credit Card Payment: \$95.00

**Credit Card Payment Information**

**Pay Online**   
 **Check**  
 **Purchase Order**

12. If the balance is to be paid by check or PO follow the Check and PO payment instructions.

**Payment by Check or PO**

Make the Check or PO Payable to: **CAT**

**Include a copy of your receipt with your check or PO.**

**Please mail payments to:**  
 Steve Vail  
 344 Sylvia St.  
 Encinitas, CA 92024

13. When you are finished make a note of your confirmation number in case you wish to make changes or pay the balance with a second credit card. Additionally look for a confirmation email that will be sent to your email address that you used to register with.

14. To modify your registration or make the second payment with a credit card or PayPal follow these instructions.

15. Return to the CAT conference webpage and click on the Renew Membership & Conference Reg. button. [http://www.calautoteachers.com/reg\\_join.html](http://www.calautoteachers.com/reg_join.html)

Members	
<a href="#">Members Help</a>	
<a href="#">Conference Registration Only</a>	This registration path is for members who's membership is current and for retired honorary members.
<a href="#">Renew Membership &amp; Conference Reg.</a>	This registration path is for members who want to attend the current conference and who also need to pay their membership due.
<a href="#">Membership Renewal</a>	This registration path is for members who are <b>unable</b> to attend the conference but wish to keep their membership active. Renewal is only available during conference registration.

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16. Click on “Already Registered?”

A registration form with a yellow background. It contains the following fields and options:

- \* First Name: [text input]
- \* Last Name: [text input]
- \* Email Address: [text input]
- \* Re-enter Email Address: [text input]
- \* Registration Type:  Conference Registration & Membership Renewal
- [Already Registered?](#)
- Buttons: Cancel, Next ▶

17. Enter your information into the blank fields including your confirmation number then click “OK”.

A registration form with a yellow background titled "CAT Fall 2012 Conference". It contains the following fields and options:

- \* First Name: [text input]
- \* Last Name: [text input]
- \* Email Address: [text input]
- \* Confirmation Number: [text input]
- To have the Confirmation Number sent to you, enter your email address and click the link below.  
[Confirmation Number](#)
- Button: OK

18. You can now view your current registration details.

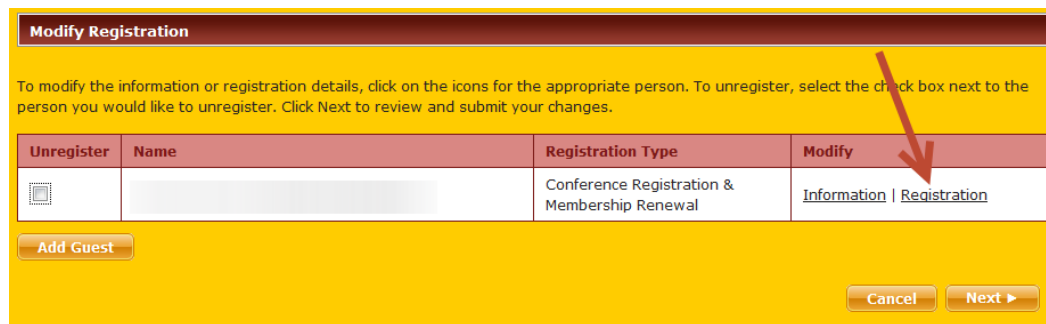
Current Registration Details				
<b>Your Selections</b>				
	Both Conference & Membership Registration	Conference (\$65.00) & Membership (\$50.00) Fee		\$95.00
<b>Order Summaries</b>				
Date	Type	Amt Ordered	Amt Paid	Amt Due
09/03/2012 5:08 PM PT	online order	\$95.00	\$95.00	\$0.00
	<b>Total:</b>	<b>\$95.00</b>	<b>\$95.00</b>	<b>\$0.00</b>
<b>Payment Details</b>				
Date	Type	Reference #	Amt Paid	
09/03/2012			\$95.00	
		<a href="#">Email This Page</a>	<a href="#">Printer Friendly</a>	

19. The menu on the left will now allow you to modify registration or unregistered from the event. To modify registration such as add or remove a guest or to add or remove an optional item click on the modify button.

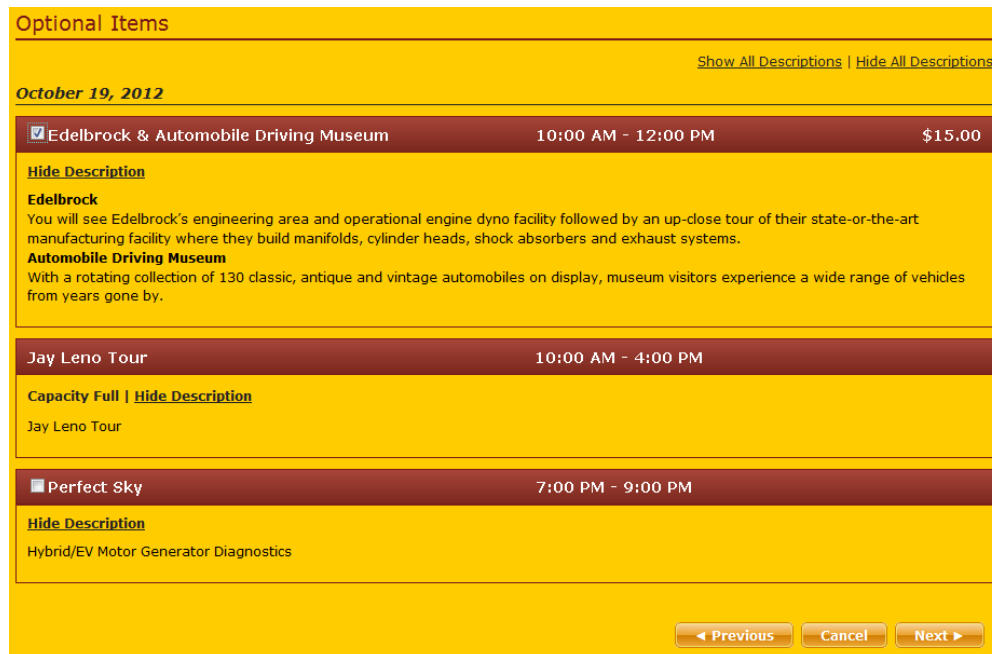
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20. To Modify your registration click on the registration link to the right of your name.

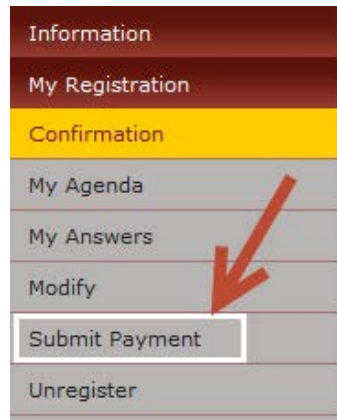


21. You now have the option to add or remove a tour or from the optional items. Click next when you're finished.



## How to Renew Membership or Join CAT and Split the payment for the Conference

22. If you have a balance due the menu on the left will give you the option to “Submit Payment” if you wish to pay the remainder of your balance with a credit card or a PayPal account.
23. If you click on the submit payment option on the left the credit card payment window will open.



24. Complete the information to make your payment and click the “Submit Payment” button.

**Credit Card Payment Information**

VISA MasterCard DISCOVER

Payment Amount: 15.00 Country: USA

Name on Card: Address:

Type: Visa

Credit Card #: City:

Card Security Code: (What is this?) State/Province: California

Expiration Date: Month Year ZIP/Postal Code:

**Distribute Payment to Order Items**

Amount applied only needs to be entered for partial payments, if full payment is being made the amount will be auto distributed across the items listed below.

Fee Name	Fee	Qty	Amt Ordered	Amt Received	Amt Due	Amt Applied
Edelbrock & Automobile Driving Museum	\$15.00	1	\$15.00	\$0.00	\$15.00	
<b>Total Amount:</b>			<b>\$15.00</b>	<b>\$0.00</b>	<b>\$15.00</b>	

Cancel Submit Payment

25. If you don't see the changes, at the top of the window click the confirmation hyperlink.



26. The order summary section should now reflect the payment you just made.

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Order Summaries				
Date	Type	Amt Ordered	Amt Paid	Amt Due
09/03/2012 5:08 PM PT	online order	\$95.00	\$95.00	\$0.00
09/24/2012 1:38 PM PT	offline order	\$15.00	\$15.00	\$0.00
<b>Total:</b>		<b>\$110.00</b>	<b>\$110.00</b>	<b>\$0.00</b>

Payment Details			
Date	Type	Reference #	Amt Paid
09/03/2012	Visa		\$95.00
09/24/2012	Visa		\$15.00

[Email This Page](#)   [Printer Friendly](#)