

KPC Conference Online Registration Guide

Navigate to www.kansaspreventioncollaborative.com/conference and click **[whatever your link says to register.]**

From the registration portal, registrants have two options:

1. Register for the full conference, including pre-session and reception.
2. Register independently the pre-session and/or reception.

To register for the **Full Conference**

1. Click the link: *Click here to register for the Full 2019 KPC Conference on October 1-3, 2019, Wichita Hyatt Regency*
2. Select your preferred option in the dropdown menu under **Price**.
3. Below, under the heading **Subsessions**, click the check boxes for the optional events (reception and/or pre-session) you plan to attend.
4. While under **Subsessions**, register for the keynotes and your preferred breakout sessions.
 - a. Please note that the *Redefining Leadership Track* is a three-hour session and is repeated on Day Two of the conference. Registering for this session either day will exclude registration from the other breakout sessions for that day.
5. Once you have chosen your **Subsessions**, click **Add to Cart**. The price on the next page will show \$0.00.
6. Click **Add Attendee/Continue as Guest** to register your personal information.
7. Add your attendee information and click **Submit**.
8. On the next page, you may purchase *Full Conference* registration for another attendee by clicking **Add Attendee/Continue as Guest** or pay for a single registration by clicking **Checkout**.
9. Complete the **Required Information** on the next page.
10. Under **Billing Information**, in the **Payment Options** box:
 - a. Pay by credit card by selecting the **Total Amount** and clicking **Next**.
 - b. Receive an emailed invoice by selecting **Invoice Me** and clicking **Next**.
11. Review your purchase, then click **Submit Order** to be invoiced or be taken to the credit card portal.

To register for just the **Pre-Session and/or Reception Only**

Do not click this if you plan to attend the Full Conference.

1. Click the link: *Click here to register for the KPC Conference Pre-Session or Reception Only on October 1, 2019, Wichita Hyatt Regency*
2. Under the heading **Subsessions**, click the check boxes for the optional events (reception and/or pre-session) you plan to attend.
3. Once you have chosen your **Subsessions**, click **Add to Cart**. The price on the next page will show \$0.00.
4. Click **Add Attendee/Continue as Guest** to register your personal information.
5. Add your attendee information and click **Submit**.
6. On the next page, you may purchase *Pre-Session or Reception* registration for another attendee by clicking **Add Attendee/Continue as Guest** or pay for a single registration by clicking **Checkout**.
7. Complete the **Required Information** on the next page.
8. Under **Billing Information**, in the **Payment Options** box:
 - a. Pay by credit card by selecting the **Total Amount** and clicking **Next**.

- b. Receive an emailed invoice by selecting **Invoice Me** and clicking **Next**.
9. Review your purchase, then click **Submit Order** to be invoiced or be taken to the credit card portal.

If you are experiencing issues or have questions regarding the online registration/payment portal or would like to register over the phone please contact the WSU Conference Office at 316-978-6493 or conference.office@wichita.edu and a live representative will be glad to assist you.