

# How to Register a Group

## For the Utah Early Childhood Conference

- 1- Go to the registration site
- 2- Select the appropriate registration type. Anyone working in a licensed center, or home child care should select licensed provider. Others should select general attendee

\*First Name:

\*Last Name:

\*Email Address:

\*Registration Type:  Licensed Child Care Provider  
 General Attendee - Non UAEYC Member  
 Sponsor  
 Student  
 National Exhibitor  
 Utah Exhibitor

I am registering on behalf of this person

[Already Registered?](#)

- 3- Register the person who will be the group leader
- 4- Select classes and answer registration questions
- 5- On the summary page choose add a person

Registration Summary

person 1 fake

**person 1 fake** (Edit)

Email Address: fake@fake.com Company: fake

Title: fake Mobile: fake

Home Address: fake  
some city, Utah number  
USA

**Questions** (Edit)

- 6- Continue to register person 2. You may add up to 99 people this way.
- 7- When you have finished adding people, select pay by check to be invoiced for the entire group OR pay by credit card. Fees apply for credit card processing.

ORDERS

person 1 fake

Agenda Items

Name	Price	Total
Saturday Full Conference Registration <a href="#">View Sessions</a>	\$45.00	\$45.00
Order Subtotal:		\$45.00

person 2 fake

Agenda Items

Name	Price	Total
Saturday Full Conference Registration <a href="#">View Sessions</a>	\$45.00	\$45.00
Order Subtotal:		\$45.00
<b>Total:</b>		<b>\$90.00</b>

Payment Method

Service Fee

Credit Card - Enter your information in the section below.

Check ?

8- After submitting registration, you will see your group page. This page will be used for any modifications. Please note your group code.

Information My Registration My Group

Confirmation My Agenda My Group

### 43rd Annual Utah Early Childhood Conference

View Confirmation for: person 1 fake ▼

Modify Submit Payment More Options ▼ Print Options ▼

#### General Options

Name: person 1 fake  
Title: fake  
Company: fake  
Address: fake  
some city, Utah number  
USA

Number of People Registered: 1  
Confirmation Number: **DXNCXYH5798** (needed to modify your registration)  
Event Title: 43rd Annual Utah Early Childhood Conference  
Location: Skyline High  
3251 E UPLAND DR (3760 S)  
Salt Lake City, Utah 84109  
USA  
Date: 03/03/2018 [Add to my calendar](#)  
Time: 7:30 AM

9- If you need to log in and modify later, go to the main registration page. Select 'Already Registered', and log in with your group code and group leaders email. This will automatically take you to your group page where you can add more people, or make any additional changes.

### 43rd Annual Utah Early Childhood Conference

n below, then click Next to proceed.

tion

\*First Name:

\*Last Name:

\*Email Address:

\*Registration Type:

- Licensed Child Care Provider
- General Attendee - Non UAEYC Member
- Sponsor
- Student
- National Exhibitor
- Utah Exhibitor

I am registering on behalf of this person

[Already Registered?](#)

Cancel Next ►

If you have any questions please call us! 801 893 8211

\*\*\* If you are registering as a UAEYC member you can not add group members\*\*