

**Jack and Jill of America, Inc.**  
**42<sup>nd</sup> National Convention**  
**Guide to Online Registration**

Before registering for the convention, please review this guide and FAQ's to get answers to most of your questions.

## REGISTRATION

1. Click on the "Register Now" button located at the top of the page on the Event Website.
2. Enter an email address (enter the email address that you will frequently check for confirmation and any event updates. Do not enter a teen's email address). If you have a special code enter it in the field provided. Select the registration type. Click "Continue." Unless you were given a special code, do not enter anything in the Code field. Please note that if your computer freezes or it's idle because you walked away or if it's taking too long to enter information, you will need to "Start a New Registration."
3. Retype the email address entered on the previous page.
4. Profile Screen: Complete all information and click continue. Any fields with a red\* must be completed. Phone numbers must be entered with the format xxx-xxx-xxxx.
5. If you are registering a Teen or Child, you will need to answer questions regarding food sensitivities as well as medical conditions. You will also need to enter the date of the last tetanus shot and your insurance carrier information. You need to confirm that you have read the Medical Authorization Form and the General Release form and give your consent. If you have not done so already, click on "Medical Release and Authorization and General Release Forms" and the documents will open for review. After reading, select the box and click "Continue."
6. If any red \* fields were not completed, you will need to enter the info before you are able to move to the next page. The incomplete fields will be highlighted in red.
7. If you need to register another person or register for The Power to Lead Summit, select "Yes" for "Will you be registering any other attendees" and then "Continue." If not, select "No."
8. On the Payment Screen, review your information entered for accuracy as well as your totals. If all is correct, read the terms and conditions for the refund policy. Enter your credit or debit card information and click "Make Payment". If you are a Delegate, Alternate, or Regional Officer you may select the check option to pay with a chapter/regional check.
9. You have completed your registration! You can print a receipt/invoice from this page or the details of your registration record. A confirmation email will be sent. Review your confirmation carefully. Click on the Hotel Link to reserve your room at the JW Marriott Desert Springs Resort & Spa.

## PAYMENT

1. Chapter Checks will be accepted for Delegate and Alternate registrants ONLY. At Checkout, select check as your payment method. Follow the instructions to complete your registration. Your chapter check and a copy of your registration confirmation MUST be mailed (via verifiable delivery, no signature required) and received by the Jack and Jill, Inc. Headquarters within 10 days of the date of your registration. If the check is not received within this timeframe, your registration(s) will be cancelled and additional fees will be billed to the chapter. Also, additional insufficient banking fees will be charged to the chapter for all returned checks.
2. Credit or debit cards will be accepted for the 2014 Convention registration.

## CONFIRMATION OR MODIFY INFORMATION

At the conclusion of your registration, you will receive an online confirmation that provides all details pertaining to your registration. Please review and make sure everything was entered accurately. This is the information that will be printed on your registration materials, therefore accuracy is important. You will also receive a confirmation via email. Please keep it for your records. If you do not receive an email, you are not registered (Check your spam).

Within your confirmation, there will be a link to book your hotel. Remember, hotel reservations under the Jack and Jill booking rate can only be made AFTER you have registered for the convention.

After payment, if you need to make a change to your attendee information, go to the main registration page and select "Modify Registration." To modify, you will need the email address used and the confirmation number. **You will not be able to change a registration type or add new payment selections. If you need a purchase anything else, start a new registration.**

## MIS (1 in 4 REQUIREMENT)

ALL mothers who have a paid registration and ATTEND the 2016 Teen Conference will receive credit for attending AFTER the close of the conference. Badges will be scanned daily. If you do not attend the convention, your 1 in 4 will NOT be counted. Review the National Convention and Bylaws for more details.