

Dear Attendee,

If you are a non-member of NCEA, this will explain how to register for Catechist Day in 8 simple steps as a member rate. However, if you are a member please use your own member ID instead of the one provided below. If you run into any problems please contact Jessica Ko at 571-206-1527.

1. Start a new registration by clicking “attendee registration”



Back browsing is not supported. Please avoid back browsing during the registration process. You will have an opportunity to review and update your information during Step 4: Review Information.

### Welcome to NCEA 2015 Convention & Expo Attendee Individual Registration

#### Need to Register?

#### Already Registered?

Access your registration at any time and have the ability to:

- Update contact information
- Print a receipt
- Resend a confirmation
- Invite-a-Colleague
- View a sample badge
- Access hotel information

\*Please use this option if you are registering as an individual.

\*\*Please use this option if you are registering more than one individual.



2. Type in this member ID: **2282373** and press “lookup”



34 days until NCEA 2015 Convention & Expo  
Back browsing is not supported. Please avoid back browsing during the registration process. You will have an opportunity to review and update your information during Step 4: Review Information.

#### Account Setup

Please select the one that applies to your registration:

- NCEA member  
 NPCD member  
 CLA member  
 Non-member


Member Lookup:

Lookup By Member ID

Member ID:

### 3. Select “register”

In partnership with the National Association of Parish Catechetical Directors and the Catholic Library Association



**NCEA 2015 Convention & Expo**  
April 7-9, 2015 | Orlando, FL | Orange County Convention Center

**34 days until NCEA 2015 Convention & Expo**

Back browsing is not supported. Please avoid back browsing during the registration process.  
You will have an opportunity to review and update your information during Step 4: Review Information.

#### Search Results

The following are the results for the criteria that you entered. If your name is listed please click "Register Me" to proceed with your registration. If the results do not completely match, you will be able to make changes on the next page.


First Name	Last Name	Institution/Parish	City	State	Zip
		NCEA	Arlington	VA	22201

[Register](#)

[Not in search? Register Here](#) [Search Again](#)

### 4. Fill in the information—you may change populated information

In partnership with the National Association of Parish Catechetical Directors and the Catholic Library Association



**NCEA 2015 Convention & Expo**  
April 7-9, 2015 | Orlando, FL | Orange County Convention Center

**34 days until NCEA 2015 Convention & Expo**

Back browsing is not supported. Please avoid back browsing during the registration process.  
You will have an opportunity to review and update your information during Step 4: Review Information.



#### Name and Address Information

Fields in **Blue\*** are required.

**Payments by credit card, check or purchase order are accepted.**

**Badge/Name Information**

Salutation\*

First Name\*

Last Name\*

Suffix

Title

Institution/Parish\*

**Mailing Information**

Street Address\*

Street Address 2

### 5. Create your registrant profile—make sure you select one of the categories under



## Registrant Profile

Questions in **Blue** are required.

### Main Involvement in Catholic Education\*

Please Select

### Main Occupation\*

Please Select

### How did you hear about the NCEA Convention and Expo? \* (Please check all that apply.)

- Catechist
- Our Sunday Visitor
- Today's Catholic Teacher
- Other (please specify)
- Momentum
- Received a postcard from NCEA
- Local Diocesan Newspaper
- NCEA Web Site
- Received an email from NCEA
- Attended in the past

### What type of mobile device will you use during the NCEA 2015 Convention & Expo?\*

Please Select

6. Scroll down to “special events” and select “Catechist Day Only”

## Package Selection

	Early Bird Open - 2/24/2015	Advance 2/25/2015 - 4/5/15	Onsite after 4/6/2015
<b>Entire Convention</b> Select ONE of the registration options below:			
<input type="checkbox"/> Full Convention Registration	\$150.00	\$200.00	\$225.00
<b>One Day Registration Only</b>			
<input type="checkbox"/> Tuesday	\$80.00	\$105.00	\$130.00
<input type="checkbox"/> Wednesday	\$80.00	\$105.00	\$130.00
<input type="checkbox"/> Thursday	\$80.00	\$105.00	\$130.00
<b>Special Events</b>			
<input type="checkbox"/> Full Convention & Catechist Day	\$175.00	\$240.00	\$265.00
<input type="checkbox"/> Catechist Day Only	\$75.00	\$75.00	\$75.00
<input type="checkbox"/> Awards Banquet	\$25.00	\$25.00	\$25.00

7. Review your information and continue

## Review Information

Your registration is not yet complete!

To complete your registration, review the information below and click the "Proceed to Checkout" button.

Please review the information below prior to proceeding to the checkout portion of registration. If you need to make any modifications, please use the links provided to make the necessary updates. If you are finished, please click the **Proceed to Checkout** button at the bottom of the screen.

Personal Information	
<a href="#">Edit This Registrant</a>	
Badge/Name Information	
Name :	jessica test
Title :	
Company :	diocese of orlando
Mailing Information	
Street Address :	50 east robinson
Street Address 2 :	
Zip/Postal Code :	32801
City :	Orlando
State/Province :	FL
Country :	United States
Work Phone :	5712570010
Extension :	
Cell Phone :	
Fax :	

8. Select your form of payment; you should receive a confirmation in a few minutes.



34 days until NCEA 2015 Convention & Expo

Back browsing is not supported. Please avoid back browsing during the registration process. You will have an opportunity to review and update your information during Step 4: Review Information.

## Payment Information

### Select a Payment Method

The total price for your order is **\$75.00**. Please choose ONE of the following options to pay for your order.

[Pay by Online by Credit Card](#)

[Pay by Purchase Order](#)

[Pay by Check](#)

### Terms and Conditions

- Purchase Orders will not be accepted after March 22, 2015. As of March 23, only checks or credit cards will be accepted.
- Funding - Schools requesting refunds (via Title II funding) cannot be processed until payment has been made by the government agency.
  - Title II-A funds for professional development under the No Child Left Behind Act may be available for you to attend the NCEA Convention. These funds may be used to pay for the "secular, non-ideological" sessions that the participant attends. Funds may be used for registration as well as travel, lodging, etc. Requests must be made to the local school district office (LEA) that controls the government funding for these programs.
- Schools will be responsible for all registration fees if payment is not made by May 30, 2015.
- Mailed or faxed registrations and full payment must be received by March 22, 2015.
- Checks should be made payable to NCEA.
- Badges will not be mailed in advance. Bring a copy of your email confirmation. It will be used at the on-site registration kiosk to produce your name badge.
- Attendees will be charged a \$10 fee to reproduce any name badge that has been misplaced.
- Mail forms and payments to:
  - NCEA, c/o Convention Data Services
  - 107 Waterhouse Road
  - Bourne, MA 02532
  - Phone: (508) 743-8576. Fax: (508) 743-9665

We look forward to seeing you at Catechist Day in sunny Orlando on April 9-10!

Sincerely,  
NCEA Events Department