

Helpful Online Registration Instructions:

Below are the steps to navigate the Penn State Conferences and Institutes online registration form for single and/or group registrations for non-Penn State affiliated persons. If you have any questions or difficulties, please contact Conferences at PSBSregistration@outreach.psu.edu or (814) 863-5164 for assistance.

1. At the **Shopping Cart** screen, click **Proceed to Checkout**.
2. At the **Participant/Event Setup** screen, enter the name of participant and click the checkbox for “National Autism Conference Webcast.”
 - a. If you have more conference participants to add, click **Add** and repeat instructions.
 - b. If you are not adding any additional participants, click **Add** then click **Continue**.
3. At the **login screen**, click **Continue** to “Proceed Without Logging In.”
4. At the **Registration Setup screen**, you will complete information pertaining to each participant and submit an e-mail address to receive the summary of receipts. Complete Step 1 followed by Step 2, as indicated below.

(Step 1) Participant Setup:

- a. In the Step 1 box, click **Add "First Name" Info**.
- b. The **Identity Setup screen** will be displayed. On this screen, click **create a New account** (unless you are a Penn State affiliated person and know your existing account id).
- c. The **Create New Profile** screen will be displayed. Proceed to complete all information and then click **Continue**.

Note: required fields are identified with a highlighted (yellow) background. At least one address is required (either home or business). As each participant Profile Setup is completed, “Complete” will be displayed by the participant’s name on the Registration Setup screen.

(Step 2) Event Setup:

- d. In the Step 2 box, click **Edit** and complete all items, including the conference sessions. When complete, click **Continue**. *Note: required fields are identified with a highlighted (yellow) background. As each Event Setup is completed, “Complete” will be displayed by the participant’s name on the Registration Setup screen.*

Click **Checkout** when both Step 1 and Step 2 are shown as “Complete” at the Registration Setup screen.

5. At the **Credit Card Payment** screen, enter your credit card information and click **Submit Payment**.
6. Once the payment has been processed, the **Registration Confirmation** screen will be displayed. You may choose to print this screen for your record of purchase (an order confirmation will also be e-mailed within 24 hours to the e-mail provided to receive receipts).