

# Using the New Interactive AICP Session Registration Module

## Overview and Access:

To use the new interactive session registration module, you must already be registered to attend the Annual Conference.

- If you register for conference on-line, you will immediately receive your login information when you complete the registration process.
- If you register for conference using the printable registration form, you will receive your login information via e-mail when the registration process has been completed.

From the AICP conference home page

<http://www.aicp.net/annualconference/2006conference/index.cfm>, click the link for Registration, Online Session Enrollment.

Enter your login and password and click the button Login.

From the Online Registration Services screen: You may sign up for, view or print all sessions, view or print your schedule, view document download instructions or download session handouts. Each will be discussed separately.

## A. Registrant Registration - ALL SESSIONS: View, Sign-up and Print

On the "List Sessions" screen, you will see a list of all conference sessions, as well as certain volunteer activities (discussed later). By default, the sessions sort in numeric (session) order, but you can change the sort order using the "Select Order" drop down box. From this screen you may also "Print All Sessions" using the text link in the upper right. Note that the Session Type (L&H, P&C or "All") is displayed in one of the columns.

General Guidelines: For any session that begins with "A-" you may select as many "A-" sessions as you would like to attend. All sessions that begin with the other letters are concurrent sessions at a specific time slot (Sessions "B-" through "K-") so you should only **select one session from each grouping**. Note that a few sessions are repeated later during the conference.

Click on a session name to view information about the session.

To sign up for the session, click the button "Sign Up".

To withdraw from a session you have previously signed up for, click the button "Withdraw".

NOTE: There is also a button "Sign Up to Moderate". End users generally should not click this button, unless specifically notified by the AICP conference committee that Session Moderators are being sought. This button gives those who are invited to moderate session a quick and easy way to volunteer for this activity, and conference planners a way to manage sessions on-line. See Section E. below. If you happen to click the button by mistake, clicking it a second time will remove your name as a moderator.

Session Handouts, if available, will appear immediately below. You can also view or download all session handouts as described under Section C below.

Submit a question for this session: For certain sessions, topical questions are solicited before conference. If pre-session questions are requested, use the box to type your question. Click submit. Your question will be sent to the conference planning committee.

To View your schedule (all sessions you have signed up for), click the text link in the upper right for "View Schedule".

To return to the session list, click the text link in the upper right for "Session List".

To return to the main Online Registration Services screen, click the text link in the upper right for "Back to Schedule Management Home".

## **B. Registrant Registration - MY SCHEDULE: View and Print**

On the "View Registrant" Screen, you will see all sessions you have signed up to attend. By default, they will display in date order, but you can change the sort order using the "Select Order" drop down box.

To view or update your enrollment status in that session, click on the blue session name.

To print your schedule click the text link in the upper left for "Print Schedule". This will include full session information for all sessions you are registered for, including any Volunteer or Moderator Activities you have signed up for. You should wait until fairly close before the actual conference to do this, at which point the room locations will have been added.

To update your personal information, click the text link in the upper left for "Update Registrant". Click the button "Update" when you have completed your changes.

## **C. Registrant Handouts - Document Session Handouts**

Click this link for a list of all sessions. At the top of the page is a list of handouts for all the sessions you have signed up for. You can use the checkbox to select all (click a

second time to deselect all), or you can individually select sessions. Use the button for Download my Handouts into a Zip File (refer to the instructions in Section C).

Below that are all the other sessions. You can still select and/or print those other handouts as well.

#### **D. Registrant Handouts - Document Download Instructions**

Click this link for instructions on how to download documents.

## **E. Moderators**

If you receive notification from the conference planning committee that you are invited to Moderate one or more sessions, you may sign up to moderate on-line.

Click the link for "ALL SESSIONS: View, Sign-up and Print". This will bring up a list of all sessions. One of the column headings shows sessions which already have a moderator signed up. Locate a session without a moderator that you would like to moderate and click on the blue session name to open the session. Click the button "Sign Up To Moderate" You will receive a message: "Thank you for your submission. All Moderator and Volunteer sign-ups are subject to approval by the Conference Committee. Your sign-up will be confirmed at a later date."

## **F. Volunteer Activities**

If you receive notification from the conference planning committee that you are invited to Volunteer for one or more activities, you may volunteer on-line.

Click the link for " ALL SESSIONS: View, Sign-up and Print". This will bring up a list of all sessions. Below the session list is a list of "All Activities". One of the column headings shows who has already volunteered for this activity. Multiple volunteers may be required. Locate an activity that you would like to volunteer for and click on the blue activity name to open the activity. Click the button "Sign up to Volunteer" You will receive a message: "Thank you for your submission. All Moderator and Volunteer sign-ups are subject to approval by the Conference Committee. Your sign-up will be confirmed at a later date."