

# 2009 National Reading Recovery & K-6 Literacy Conference Group Registration Instructions

Step 1) Click on “Register Online Now!” to get the following page:

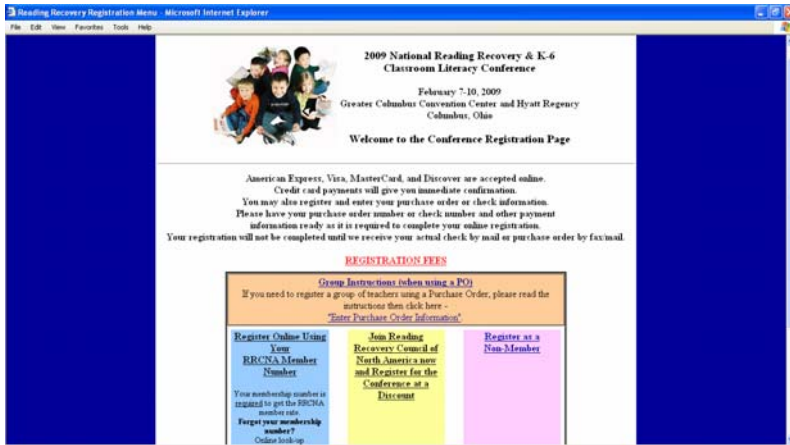


Figure 1

Step 2) Click on “Enter Purchase Order Information” link on the Registration Welcome Page (Figure 1) located in the top box of the table to get the following page:

A screenshot of a web browser window showing the "Purchase Order Entry" form for the 2009 National Reading Recovery & K-6 Classroom Literacy Conference. The form is titled "ALL FIELDS ARE REQUIRED" and "Purchase Order Payment Information". It contains several input fields: Purchase Order Number, School District, Contact Person, Email, Billing Phone Number, Billing Address, City, State (a dropdown menu), and Zip Code. There are "Continue" and "Clear Form" buttons at the bottom of the form.

Figure 2

In order to complete this portion you will need the following information:

- Purchase Order Number (If you do not have this information yet please put “TBD – And the name of the person coordinating the group”)
- School District
- Contact Person
- Email address for the contact person
- Billing phone number
- Billing Address

After completing the form you will get a purchase order preview page (Figure 3) to print out as a reference.



Figure 3

- Step 3)** As the group coordinator you may proceed to enter the registrations or instruct your teachers to go online to [www.rrcna.org/conferences](http://www.rrcna.org/conferences) and have them click on “Register Online Now!”. Each person will click on their most appropriate registration option to register as a:
- Reading Recovery member using their member number and to receive a registration discount
  - Non-member wanting to join the Reading Recovery Council of North America and receive a registration discount
  - Non-Member

Do you want to receive notice when your teachers have registered? If so, ask them to include your email address in the 2<sup>nd</sup> email address field on the attendee information page.

After previewing their registration options a payment screen with a pull down menu of the entered purchase orders will appear.



Figure 4

They will need to select the purchase order that applies to them. Please provide them the purchase order information.

Figure 5

At the bottom of the payment page (Figure 5) all of the pre-entered purchase order information will be populated into the form. The registrant will need to check that they have read the Cancellation Policy and fill in the dollar amount of the purchase order (listed in red at the top of the web page). If it is the district policy to NOT pay for membership dues, the registrant may elect to pay that portion by credit card or check.

You will see the following page when you click on “continue”:

Figure 6

Click on “View Registration Details & Receipt”



Figure 7

**Step 4)** You may now print your confirmation and then select one of the 3 options:

- Click the top right hand link to register an additional person.
- Click the second top right hand link to print your invoice to submit for payment (the invoice will include all registrants using the same purchase order number).
- Close this window – registration is complete for this person.

When all of the registrations have been entered have the purchase order faxed to 614-985-3736 or mailed to :

RRCNA – National Conference  
400 W. Wilson Bridge Rd., Suite 250  
Worthington, OH 43085

An invoice will be mailed for the entire group for payment.

Questions? Call 614-985-3648 or email [conference@dpmanagement.net](mailto:conference@dpmanagement.net)

For official Conference program information, go to [www.rrcna.org/conferences](http://www.rrcna.org/conferences)