

# Chapter Registration and Lodging Overview



## cvent

### Member Registration

Teachers must register their entire chapter through the Cvent **2024 EdRising NM State Conference Registration** Portal. Once you provide all of your information as the teacher of your chapter, please click the **Add a Guest** button below the Registration Type on Page 2. This will place all students, co-teachers, chaperones, and bus drivers under your chapter for invoicing purposes. Without lodging selected, the summary page will reflect registration fees applied for you and each additional group member you included.

### Lodging

Teachers can either select to add lodging as they go through their own and each additional member's registration, **or** select the option to separate lodging from chapter registration. If separate lodging is requested, a link for Chapter Lodging will be provided after you complete your chapter's registration following the steps above.

### Cvent Website and App

All attendees of the state conference will need to download the Cvent App to participate. Cvent Kiosks will be provided for printing badges, scanning attendees, games, student networking events, competition schedules, the conference agenda, etc.

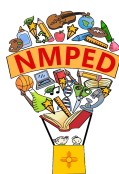
Cvent allows registrants to make adjustments to registrations, print invoice/PO options, pay by credit card, and so much more. We understand this is a new platform for our organization and appreciate your cooperation.

## Submittable

### Student Competition Selection and Materials

As teachers complete their student conference registrations, there will be a question asking if the student you are registering is going to compete. In January, students who were previously marked as competitors will receive an email with the Submittable link for their upload materials and competition selections.

Materials and Competition Selections Deadline: **February 14, 2024**



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# Step by Step Chapter Registration



## cvent Member Registration

**Step 1:** Visit the Cvent [2024 EdRising NM State Conference Registration](#) Portal

**Step 2:** Begin your registration as the Teacher for your chapter

**Step 3:** Provide your contact information

**Step 4:** Select your registration role as the Teacher

**Step 5:** Select the Add a Guest and provide the information for the group member you are adding for any students, chaperones, co-teachers, or bus drivers

**Step 6: Chapter w/Lodging Registration:** Select your lodgings and provide the names of any roommates

**Chapter w/o Lodging Registration:** Continue to Step 8.

**Step 8:** Once all chapter members are included in your summary page, continue to the Payment page for credit card, PO, and invoice options

### Lodging Options

#### Separate Payment

**Step 1:** Select the “**Separate Chapter Lodging Payment**” option

**Step 2:** Continue your registrations as listed above.

**Step 3:** Open your Confirmation Email and click the Chapter Lodging link.

**Step 4:** Provide your contact information

**Step 5:** Select your registration role as Chapter Lodging

**Step 6:** the number of students who need lodging

**Step 7:** Select the number of Single or Double Occupancy rooms needed for yourself, co-teachers, chaperones, or drivers

**Step 8:** Select the number of rooms needed for your chapter and provide the names for each room

**Step 9:** Review your Summary page and Payment Options

**Step 10:** Submit your Chapter Lodging

#### Collective Payment

Add lodging options one-by-one as you complete your chapter registration’s as instructed above.

### Deadlines

Early-Bird Registration Fees:

Members	\$80/person
<i>teacher, student, co-teacher, chaperone, bus driver</i>	
Non-Members	\$125/person

Complete by **January 19, 2024**

Early-Bird Lodging Fees:

*Member-Only*

Students	\$58/person
<i>4 per room</i>	

Single Occupancy	\$200
Double Occupancy	\$125

Complete by **January 19, 2024**

**Regular Price: active Jan. 20-Feb. 5**

Registration		Lodging	
Members	\$100/person	Students	\$58/person
<i>teacher, student, co-teacher, chaperone, bus driver</i>		<i>4 per room</i>	
Non-Members	\$175/person	Single Occupancy	\$250
		Double Occupancy	\$175



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