



WRPA 2015 Annual Conference

Registration FAQs

Registering for the WRPA 2015 Annual Conference is open and we have created these FAQs to assist you with signing up. If you need additional assistance after reading this document, please feel free to call the office at 888-459-0009.

Q. Why are there three different forms?

A. We have created three different forms, because there are multiple options for the conference:

- [Full Conference Registration form](#) – this form allows you to sign up for both days of the conference.
- [Single Day Registration form](#) – if you are only going to attend just one day of the conference, this is the form you want to take.
- [Pre-Conference Activities form](#) – this form gets you signed up for the pre-conference activities which currently include footgolf and regular golf. If your employer is only covering your conference registration, this form will allow you to pay for the pre-conference activities on your own.

Q. Can I register myself and my co-workers?

A. Yes you can! Each form is set up to accommodate registration for up to ten co-workers. You are able to indicate how many members you are registering as well as how many non-members you are registering. Once you have indicated how many people you are signing up, you will be taken to a page for entering their contact information.

NOTE: if you are registering yourself and others for one day of the conference, the form is going to sign up your co-workers for the one day you selected. So if you indicate you are attending on *Thursday only*, the additional people you sign up are also attending *Thursday only*. Please contact the office to adjust the day your co-workers are attending if it is not the same day you are attending.

Q. I am the agency administrator, how can I just register employees at the agency I work at and not myself?

A. Please follow these steps below:

1. Select the registration form that best fits the registrations you are entering (i.e. full conference, single day or pre-conference activities).
2. If you are a Platinum Agency or Gold Agency member, log in with the credentials assigned to your association.
3. Select the option "I am an agency administrator who is only registering employees" this way you will not be charged a registration fee.
4. Select the number of members you are registering (up to ten) as well as any non-members you are registering (up to ten). *As a reminder: Platinum Agency memberships apply to the entire agency. Gold Agency memberships have a limited amount of memberships.*

Q. I am a member, but seeing the non-member rate. How do I receive the member rate?

A. You will need to log in with your member username and password to receive the WRPA member rates. Please contact the office for assistance in retrieving this information.

Q. I am a non-member and would like to register at the member rate. How do I become a member?

A. WRPA membership is open to everyone! Please [sign up for a membership](#) before registering for the conference. Once you have signed up for a membership, click "log out" in the upper right corner of the website. This will allow the system to apply your membership, so you can log in again and receive the member rates.

Q. How do I receive an invoice for my registration(s)?

A. Upon completion of the registration form, please select the option "invoice me". This will generate an invoice which will be emailed to you.

Q. Can I fax in the registrations to be processed by the office?

A. We have eliminated the paper registration form, but are always happy to assist with registrations. Please call the office at 888-459-0009 if you prefer to not complete your registration(s) online.