

General Conference Registration Guidelines

- All conference registration is completed on www.calaged.org. You must be logged in using your individual login to access conference registration.
- All conference materials i.e. checks, purchase orders, rule and medical forms must be postmarked or submitted on CalAgEd.org. We do not accept emailed or faxed materials.
 - In order to submit documents on CalAgEd.org, log on to your account, click on “my dashboard,” and visit the specific event registration page. Above the event document links, is an option to “upload new document.” Upload the purchase order or form. Once it is submitted, financial office staff will accept the submission or reject it and you will receive an email with the reasoning. You may also see the status of your submitted document on the event registration page. Please note, this must be submitted by 5:00pm on the deadline. **See screen shot at the end of this document.**
 - For National Convention we only accept checks; we do not accept purchase orders.
- Conference registration typically opens online at least 45 days prior to the first conference deadline.
 - Greenhand typically opens in July
 - ALA/MFE typically opens in November
 - State Conference typically opens in January
 - National Convention typically opens in May
- Your chapter is financially liable for, at a minimum, what you register for online.
- Once you submit registration online for a conference you can't go back and edit your registration. If you would like to add to your registration, please call the California Association, FFA at 209/744-1600. We would be happy to add to your registration for you.
- To access a PDF of your conference invoice, view your account balance page, on the far right, are links to PDF invoices.
- For each conference there are online instructions available that include deadlines and requirements to meet early registration pricing.

Screen shot for how to submit documents on CalAgEd.org.

-  Declaration/Certification
-  Go to Degree/Application Manager

California FFAHS TOUR - Tuesday AM	\$20.00	00	0	\$0.00	Edit
Centennial Farm Tour - Monday AM	\$10.00	32	0	\$0.00	Edit
Centennial Farm Tour - Monday PM	\$10.00	28	0	\$0.00	Edit
Centennial Farm Tour - Tuesday AM	\$10.00	55	0	\$0.00	Edit
Meal Vouchers	\$15.00	No Max	0	\$0.00	Edit
TOTAL				\$3,537.00	

Your registration was submitted on 1/17/2018 11:08:00 AM

There must be a timestamp for registration to be complete. Please use the event invoice for payment processing, located under your account balance as a PDF. Online registration must be submitted by **Friday, February 23, 2018**. Your **check/purchase order** and **State Delegate medical/rules forms** must be postmarked by **Friday, March 2, 2018** to take advantage of the early registration rate. We do not accept faxed or emailed forms.

NEW!! School Purchase orders and medical/rules forms can be uploaded to your chapter dashboard on www.calaged.org. In order to submit a document on CalAgEd.org, log on to your profile, click on "my dashboard," and visit the specific event registration page. Above the event document links, is an option to "upload documents." Purchase orders and medical/rules forms must be uploaded by 5:00pm on March 2, 2018 to be eligible for the early registration rate.

Keep in mind, medical/rules forms are only required for chapter delegates. **Registrations submitted after the deadline will pay the full registration cost of \$210 per participant.**

Please refer to [this page](#) for participant medical/rules forms. Please mail the check or purchase order and rule and medical forms to California FFA, P.O. Box 460, Galt, CA 95632 or upload on CalAgEd account.

Documents [+Upload New Document](#)

FILE	DATE	STATUS
No records to display.		

- Event Documents**
- [State Conference Information Letter](#)
 - [Tour Policies & Descriptions](#)
 - [Tour Schedule](#)