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.

*For the new calaged.org, passwords may need to be reset before registering.

To register, log into calaged.org and click on *My Dashboard* at the top of the page.

Scroll down to *Upcoming Events* and click on the event title including date and location you are wanting to register.

On the *Event Registration Page*, you will find a short event description & tentative schedule.

Click on the red box labeled "Register Now" of "Registration Step 1"

There registration can be completed by clicking the green "+ Add" next to the specific conference. A small pop-up window will appear with the cost per student and there you can enter the number of students who will be attending. Click "add to cart."

This will create a cart on the side bar of the event page under "Registration Cart." There you can view your cart and checkout.

Once checked out, you will receive a confirmation email of the reservation and an invoice can be found on your dashboard.

If there is a "Registration Step 2," instructions will be attached to your invoice and email confirmation. This new red box labeled as "Registration Step 2" will also appear on the *Event Registration Page* after checking out. Here you will submit any needed student of chapter information specific to each conference.

All conference materials (i.e. checks, purchase orders, rule and medical forms) must be postmarked, emailed, faxed or submitted on CalAgEd.org before the deadline to avoid full registration adjustment, if applicable.

> In order to submit documents on CalAgEd.org, log on to your account, click on "my dashboard," scroll down to State Orders and click on "PO Upload" to upload purchase orders and rule and medical forms.
>
> Only one upload is available per event, multiple pages can be included.
>
> Once it is submitted, financial office staff will notify of any rejections.

*Please note, this must be submitted by 5:00pm on the deadline.

*For National Convention we only accept checks or credit card payments; we do not accept purchase orders.

Leadership Development Conference registration typically opens online at least 45 days prior to the first conference deadline. Below are general registration open dates. For year specific dates check the master deadline calendar.

Greenhand Leadership Conference typically opens in July
ALA/MFE typically opens in November
Change Makers Summit typically opens in May

SLE applications typically become available 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, from your Dashboard under State Orders, 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.

- Registration Questions -
Mrs. Trisha Chapman | tchapman@californiaffa.org

- Leadership Development Conference Logistics -
Mrs. Hannah Chavez | hchavez@californiaffa.org