

## Registration Helpful Tips

Whether you are registering for off-site classes or conference, here are some registration tips that will be beneficial to get you and your staff through the registration process easily and successfully.

**Please share this information with fellow staff members and bookkeepers.**

### **SAVE THE CONFIRMATION EMAIL!**

As soon as you complete your registration you will receive an automatic Confirmation email.

- Print the Confirmation and save it. Check for inaccurate spellings or contact information.
- Scroll down on the confirmation to the highlighted **in yellow** link for “Printing Your **Invoice.**”
- Print your invoice and submit a copy to your bookkeeper or business office for your check request.
- If you charged your registration, this invoice is your receipt of payment.
- If you wish to **CHARGE** later, use the link highlighted **in green** on your confirmation email.
- A W9 for the business office is attached. (There is also one under Resources and Downloads at [www.tapt.com](http://www.tapt.com))
- Ability to go back in and access your agenda, hotel info, etc. with your confirmation number.
- Do not re-register to add a class or for separate invoices. Send an email to [marisa@tapt.com](mailto:marisa@tapt.com) to modify or cancel a registration. A revised invoice will be sent to you.
- WAITLIST – means you are not enrolled in the class. You will be notified if someone cancels.

### **ENTER ACCURATE INFORMATION AND CHECK FOR MISTAKES:**

The information you enter and the manner in which you enter your name and contact info is the way it will be posted on your Certificate, on the class rosters and on your conference badge.

- **Proofread** what you type. You have the opportunity to “Go Back to Previous” if you see a mistake. (Ex: Traner instead of Trainer)
- Use upper and lower case (not JOHN DOE or john doe)
- Make sure to follow instructions for First Name and Last Name.
- Spell out the District name...not ZZISD. (Zoom Zoom ISD)
- Do not spell out ISD or use I.S.D. or isd
- “Badge Name” is your FIRST NAME only, or a nickname (Example: Your name is Sandra but you go by Sandy)
- Check your **email address** for accuracy and use the same email address each time you register. This is the email address to which your Confirmation will be sent.
- Do not select “Opt Out” for email notifications.
- Please enter [marisa@tapt.com](mailto:marisa@tapt.com) in your contacts. (Check your Spam/Junk folder if you do receive the Confirmation immediately to your inbox.) Notify [Marisa@tapt.com](mailto:Marisa@tapt.com) to confirm that your registration was completed if you do not receive the Confirmation email.

### **INVOICES:**

- The **only** Invoice you will receive is the one provided you with your Confirmation Email.
- Print your invoice from the Confirmation Email.

### **PAYMENT: Make note of all deadlines for payments, full refunds and partial refunds. Inform your staff.**

- Payment should be made by the deadline date in order to save your place in the class.
- Registration **AND PAYMENT** must be made by the deadline date in order to receive the conference fee discount.
- If payment will be late or if you plan to bring your payment with you, please email to let us know. A note will be posted so you keep your place in class.

A reminder email will be sent the day before the deadline to all registered attendees **who have not yet paid** to remind them to:

- Pay (Either by mail or credit card using the link on the confirmation.)

- Inform us of plans for making payment/bringing payment
- Cancel the registration before the deadline to avoid charges
- *You can make a partial payment for the portion you will pay separate from what the district will pay. Both payments will be posted as received to your invoice.*
- You do not need a **PayPal** account to pay with a credit card. TAPT has the account; you only have to enter your credit or debit card information.

#### **CHANGES, CANCELLATIONS & RESPONSIBILITY FOR PAYMENT:**

- If you do not cancel before the deadline, you are responsible for payment. You have taken up a spot, a Certificate was prepared for you, your name was placed on a Class Roster, breaks are based on the number of people who registered, handouts are prepared and room set ups are based on numbers.
- You agreed to this when you registered.
- Be kind and courteous; cancel as soon as you know you will not attend to avoid being invoiced for something you did not attend and to allow others to register who may be on a Waitlist.
- *We understand things happen...just be sure to communicate that.*
- Changes classes on site will cost you \$25.00 per class change and must be paid at the time of the change.
- Any changes must be made the day before the class...not the day of.
- Last minute changes causes disruption to the class and causes you to miss part of the instructional time.
- When you sign in, if your name is not listed on the roster you must report to the Executive Secretary immediately to get registered. Many times the person is just in the *wrong class*.
- Changing classes causes last minute roster and certificate changes and the attendee will be charged \$25.00.
- Attendee substitutions must also be done before the deadline date. If after the deadline date, there will be a \$25.00 fee per class change and must be paid at the time of the change.

#### **REMITTANCE ADDRESS: TAPT, PO Box 488, Kemah, TX 77565**

Any other address is obsolete. Make check payable as follows:

- **TAPT** for all TAPT classes and state conference, Rodeo registration and Membership.
- **CENTEX** for the one day conference in October (not the classes)
- **GCAPT** for the Winter Conference (not classes)
- **TASBT** technician classes must be made to TASBT.
- Each conference requires a separate registration from the class registration. See each website.

#### **MEMBERSHIP: Membership is effective July 1 through June 30. (Renewable each year)**

- The membership you currently hold is effective through the end of June
- The membership you register for when you register for conference will start July 1 (after conference)
- TAPT Membership is not the same as the membership you have with your local chapter or NAPT.
- You can register for membership at [tapt.com](http://tapt.com) and pay with a credit or debit card.

#### **VOTING:**

In order to vote (at conference for officers, amendments, safety posters and early voting) or participate in amendment conversations and voting during the business session of the conference you must have a current **ACTIVE** membership for the current year.

#### **HOTEL RESERVATIONS:**

- Hotel information and room block codes will be announced when registration is opened. **PLEASE** do not attempt to reserve rooms before that date.
- Do not reserve more rooms than you will need.
- Release all rooms you do not need as soon as you know to allow others to reserve them.