Instructions: CPTSC Conference Registration

Even if you're an experienced CPTSC attendee, these instructions should help because we changed the website slightly.

<div style="background-color: #f5f5a0;">

IMPORTANT

If you receive the "This product can only be viewed by members" message when you try to register for the conference, check that you are logged in and that your membership is current (Steps 2-5 below). If you feel there is an error, please email the CPTSC Secretary or Treasurer: secretary@cptsc.org or treasurer@cptsc.org.

</div>

Quick steps (if you prefer steps with pictures, go to the next pages)

Step 1 Go to https://cptsc.org/

Step 2 Click "Log in" (upper righthand corner of page)

Step 3 Log in or create a new account

Step 4 On the lefthand menu, click on "Orders"

Step 5 Verify your membership status by checking the order dates. If your membership will expire before the conference, you will need to renew it. If you have no orders at all, you will need to purchase a membership.

Step 6 Go to "Annual Conference" (at the top of the page) and select "Register" from the dropdown menu
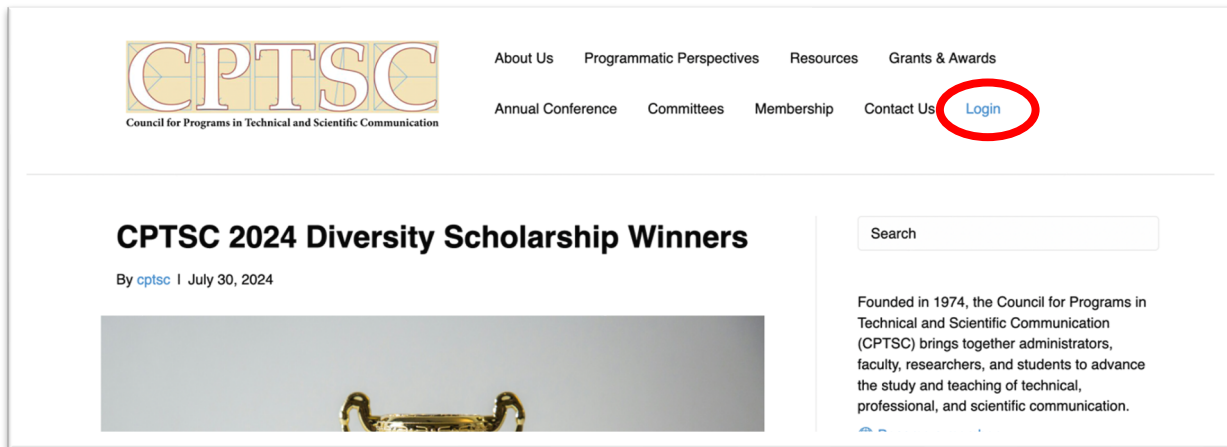
Step 7 Select the appropriate options for you. Here are some tips:
- A "read more" button will be under the registration options if 1) you are not logged in, 2) you are not a member, or 3) your membership has expired. If that happens to you, check that you are logged in and your membership is current. If you feel there is an error with your membership status, email the CPTSC Secretary or Treasurer.
- For example, a graduate student who is not currently a member would purchase a "membership" (required of everyone) and then select the "conference graduate student" option (free for grad students).
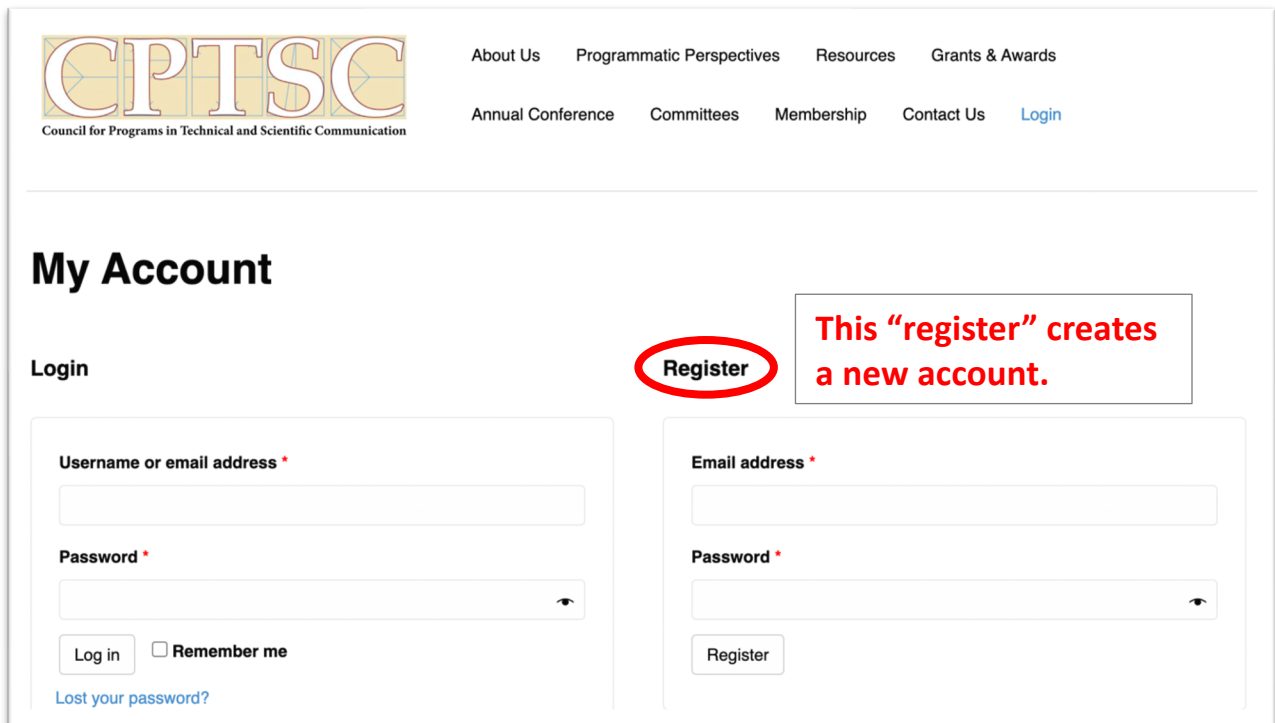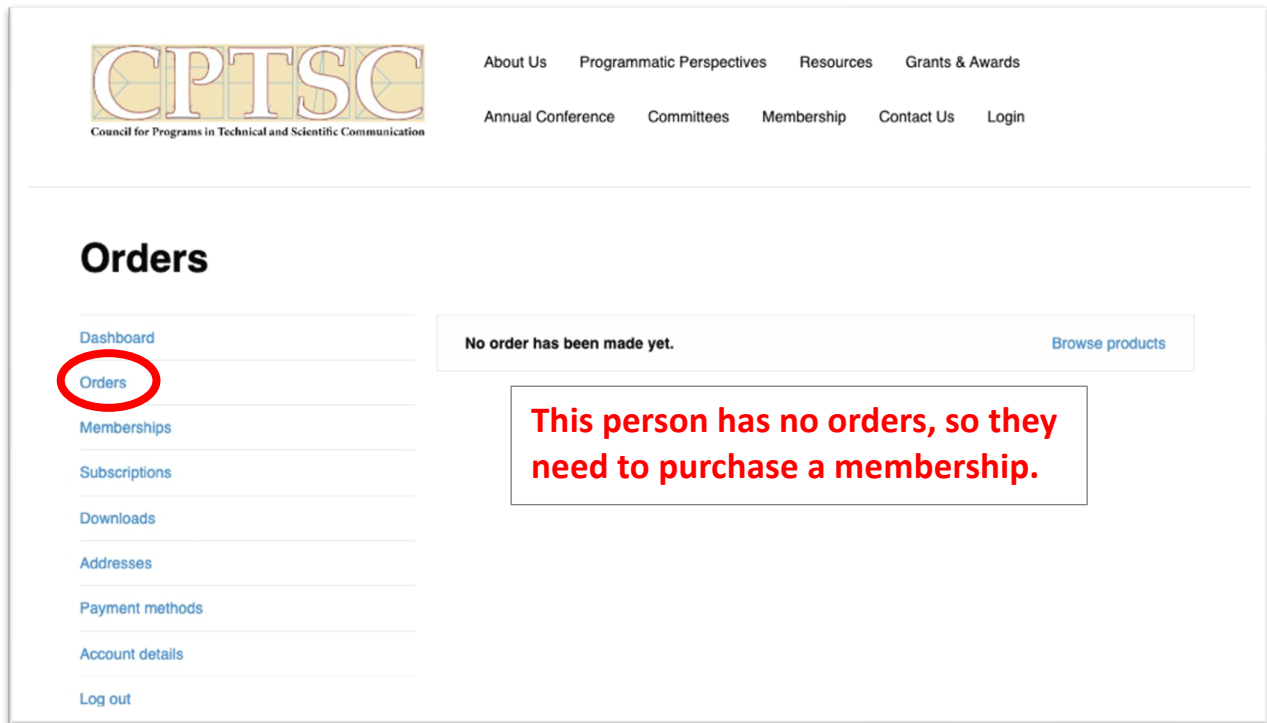
Illustrated Steps

Step 1   Go to https://cptsc.org/

Step 2   Click "Log in" (upper righthand corner of page)

Step 3   Log in or create a new account

Step 4 On the lefthand menu, click on "Orders"

Step 5 Verify your membership status by checking the order dates. If you have no orders at all, you will need to purchase a membership (example above). If your membership will expire before the conference, you will need to renew it (example below).
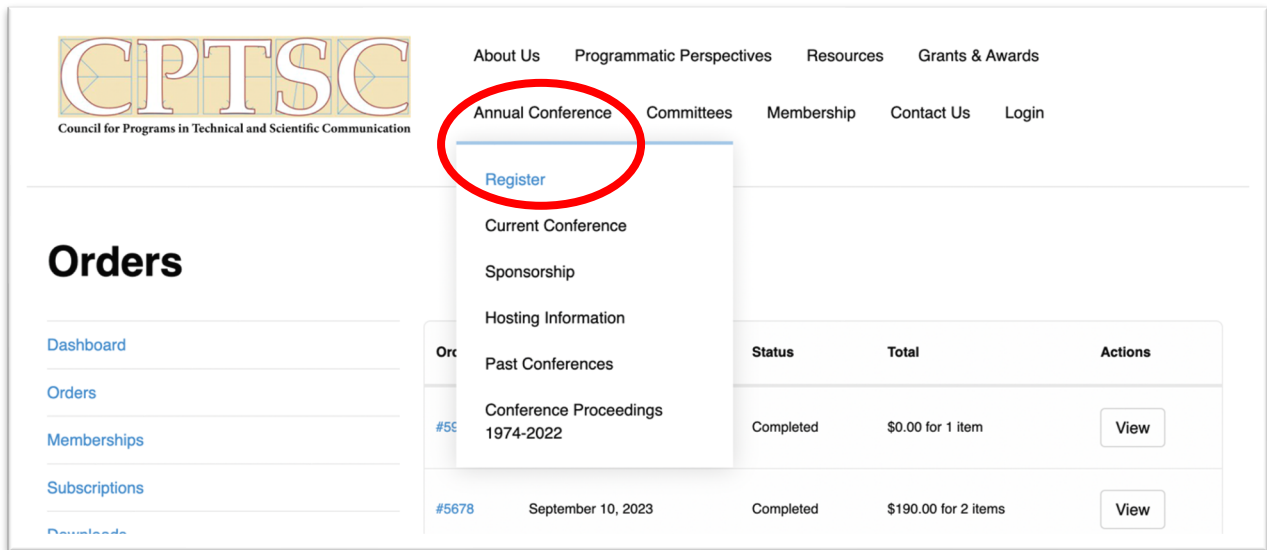
Step 6   Once you have verified your membership status, go to "Annual Conference" (at the top of the page) and select "Register" from the dropdown menu

Step 7   Select the appropriate options for you. Here are some tips:
- A "read more" button will be under the registration options if 1) you are not logged in, 2) you are not a member, or 3) your membership has expired.
- For example, a graduate student who is not currently a member would purchase a "membership" (required of everyone) and then select the "conference graduate student" option (free for grad students).

These "read more" buttons only appear if the system doesn't have you as a current member.

Check that you are logged in and your membership is current. If you feel there is an error with your membership status, please email the CPTSC Secretary or Treasurer.
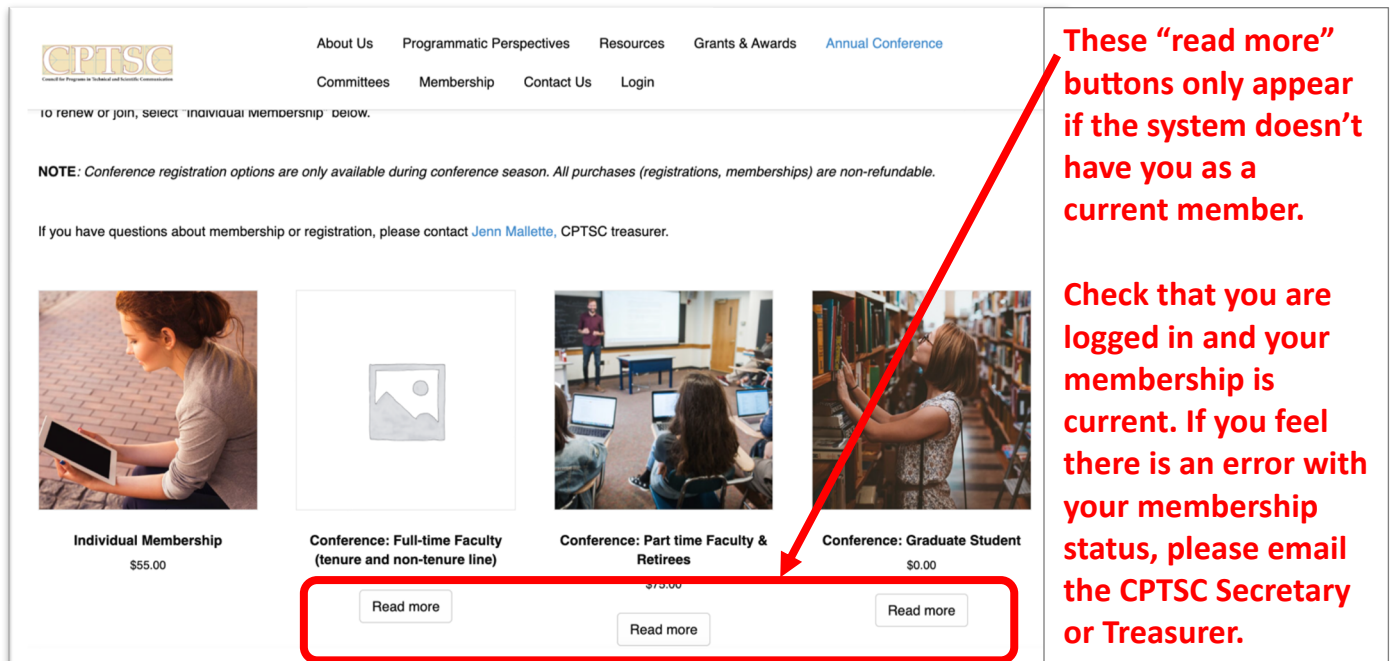
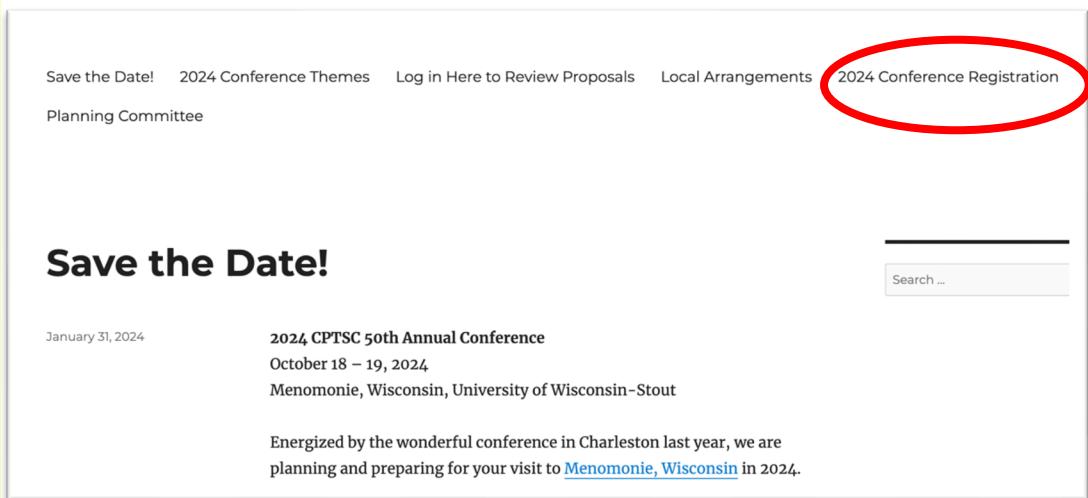# ALTERNATIVE PATH: CPTSC "Current Conference" site

Alt Step 1

Before you can register, you need to be logged into your account, and your membership status must be current. That process is easiest if you start from the https://cptsc.org/ website.

However, the below instructions are in case you start at the "Current Conference" site at https://conference.cptsc.org/

Alt Step 2

Click "2024 Conference Registration"
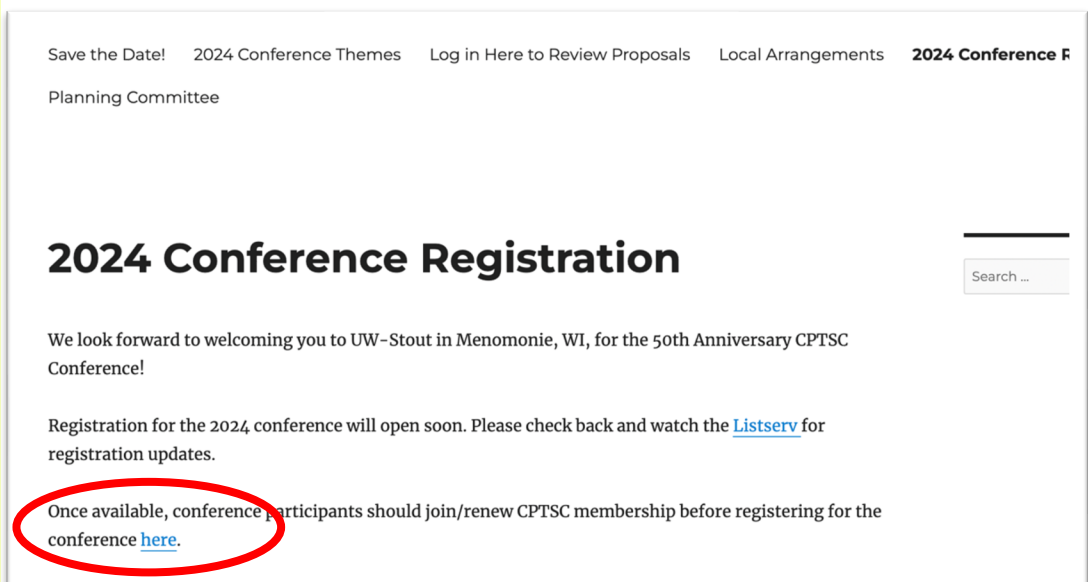
Alt Step 3

Click the "here" link (directly above the page's main photo)

Alt Step 4	Ensure that you are logged into the system and that your membership status is current. These steps are illustrated in steps 2-6 from the previous pages, but we will briefly put them here: **Step 2** Click "Log in" (upper righthand corner of page) **Step 3** Log in or create a new account **Step 4** On the lefthand menu, click on "Orders" **Step 5** Verify your membership status by checking the order dates. If your membership will expire before the conference, you will need to renew it. If you have no orders at all, you will need to purchase a membership. **Step 6** Go to "Annual Conference" (at the top of the page) and select "Register" from the dropdown menu.
Alt Step 5	Select the appropriate options for you. Here are some tips: • A "read more" button will be under the registration options if 1) you are not logged in, 2) you are not a member, or 3) your membership has expired. • For example, a graduate student who is not currently a member would purchase a "membership" (required of everyone) and then select the "conference graduate student" option (free for grad students).

CPTSC

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To renew or join, select "Individual Membership" below.

NOTE: Conference registration options are only available during conference season. All purchases (registrations, memberships) are non-refundable.

If you have questions about membership or registration, please contact Jenn Mallette, CPTSC treasurer.

Individual Membership
$55.00

Conference: Full-time Faculty
(tenure and non-tenure line)

Conference: Part time Faculty & Retirees
$75.00

Conference: Graduate Student
$0.00

Read more   Read more   Read more

These "read more" buttons only appear if the system doesn't have you as a current member.

Check that you are logged in and your membership is current. If you feel there is an error with your membership status, please email the CPTSC Secretary or Treasurer.