

Instructions: CPTSC Conference Registration

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

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.

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

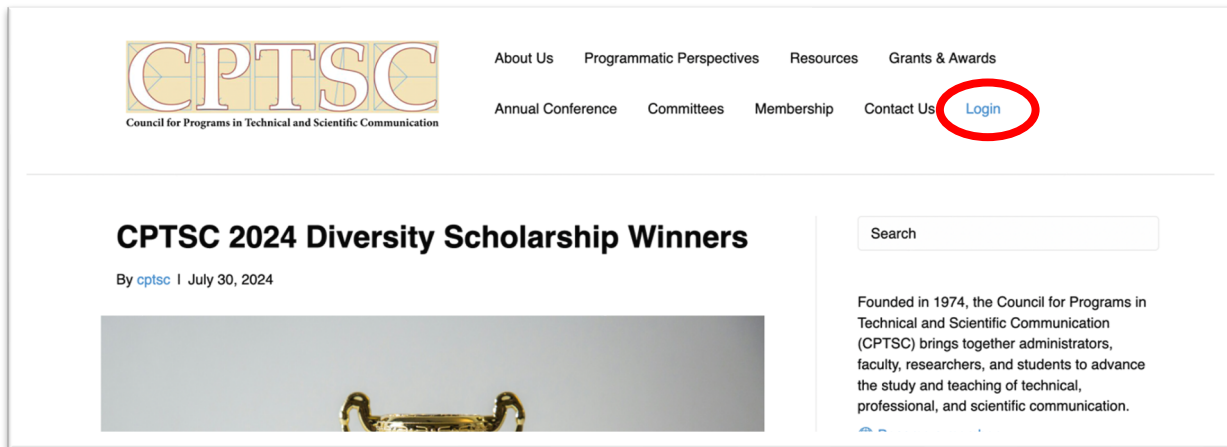
Step 7 Select the appropriate options for you. Here are some tips:

- 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).

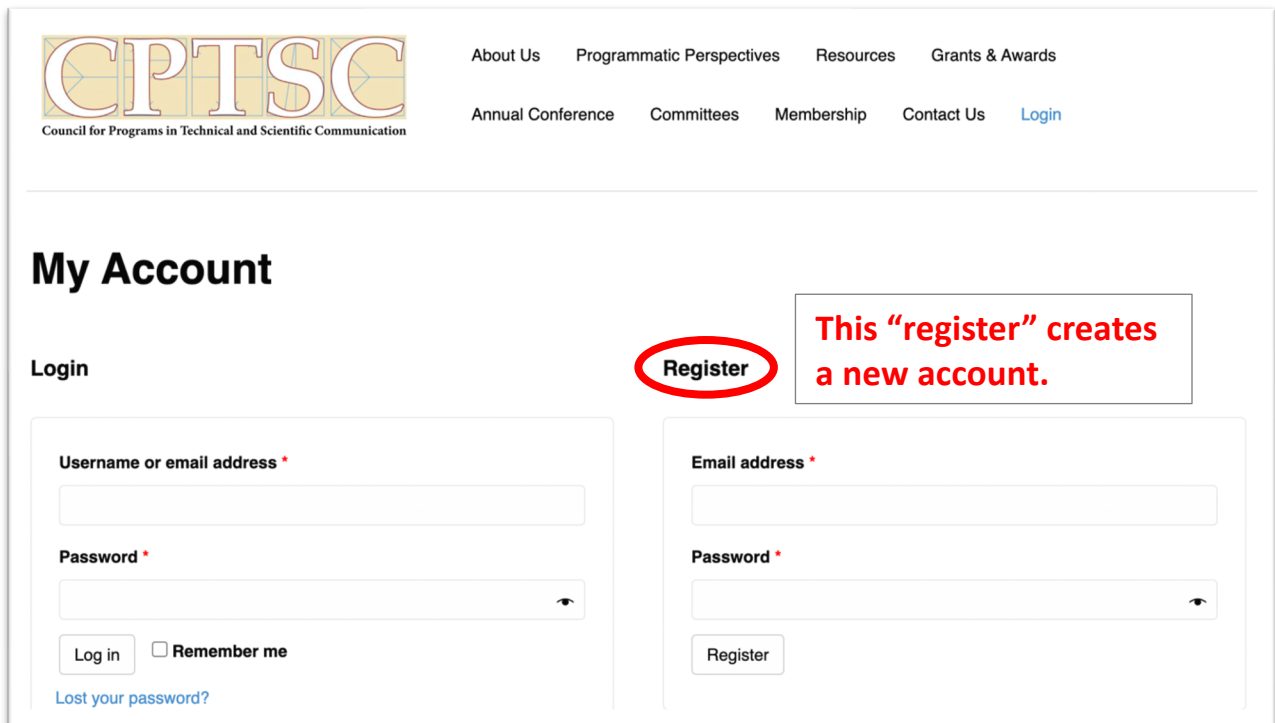
Illustrated Steps

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

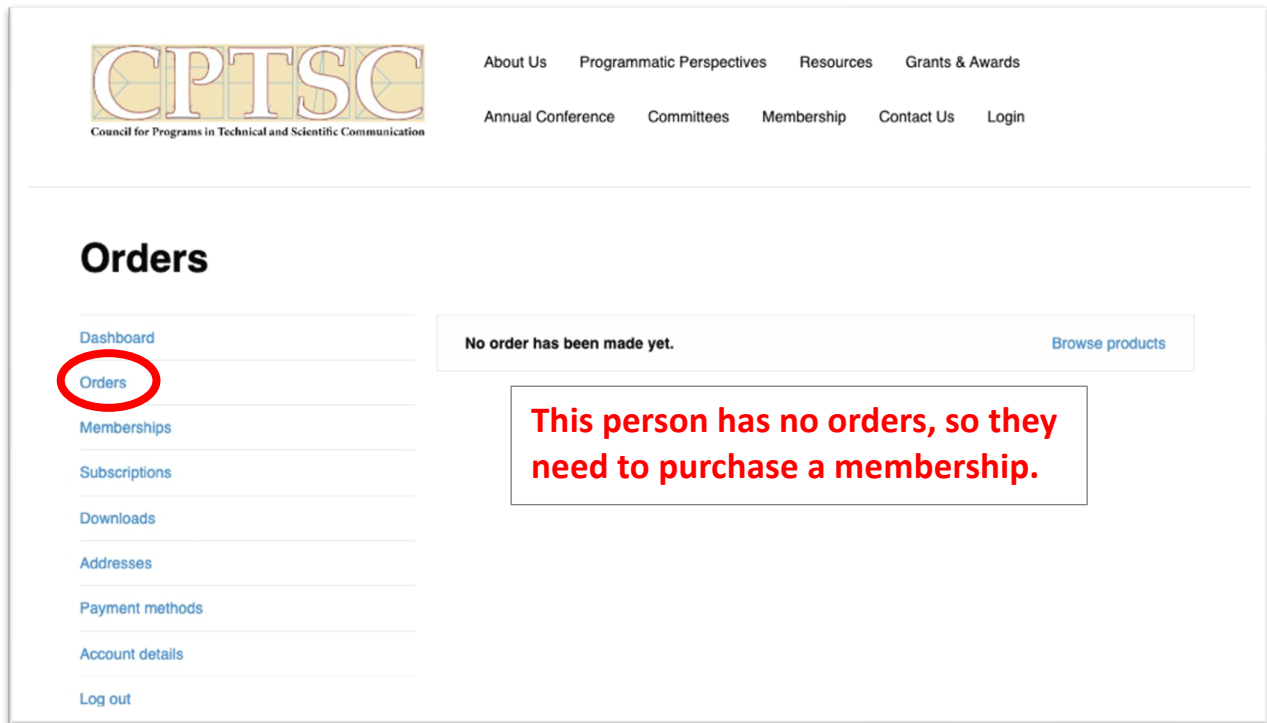
Step 2 Click “Log in” (upper righthand corner of page)



Step 3 Log in or create a new account



Step 4 On the lefthand menu, click on “Orders”



CPTSC
Council for Programs in Technical and Scientific Communication

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Annual Conference Committees Membership Contact Us Login

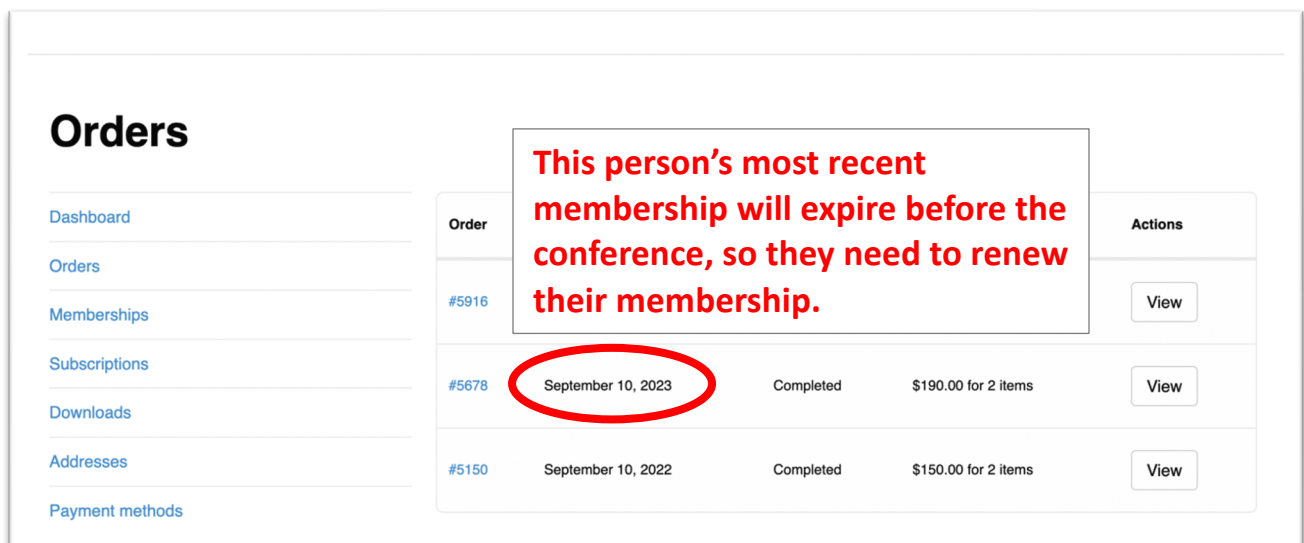
Orders

- Dashboard
- Orders**
- Memberships
- Subscriptions
- Downloads
- Addresses
- Payment methods
- Account details
- Log out

No order has been made yet. [Browse products](#)

This person has no orders, so they need to purchase a membership.

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).



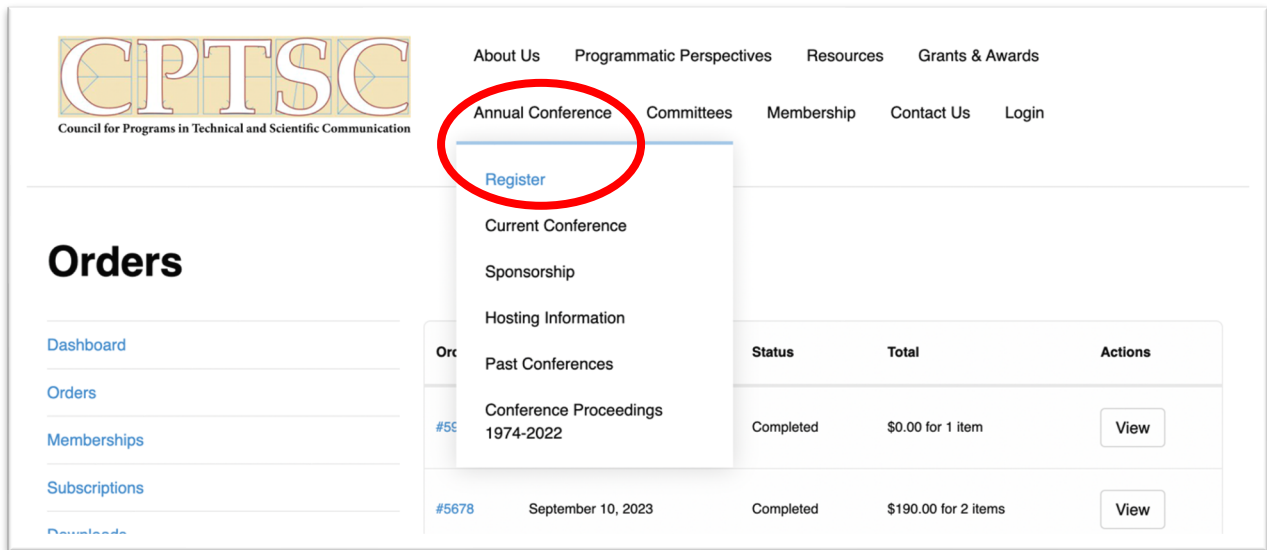
Orders

- Dashboard
- Orders
- Memberships
- Subscriptions
- Downloads
- Addresses
- Payment methods

Order				Actions
#5916				View
#5678	September 10, 2023	Completed	\$190.00 for 2 items	View
#5150	September 10, 2022	Completed	\$150.00 for 2 items	View

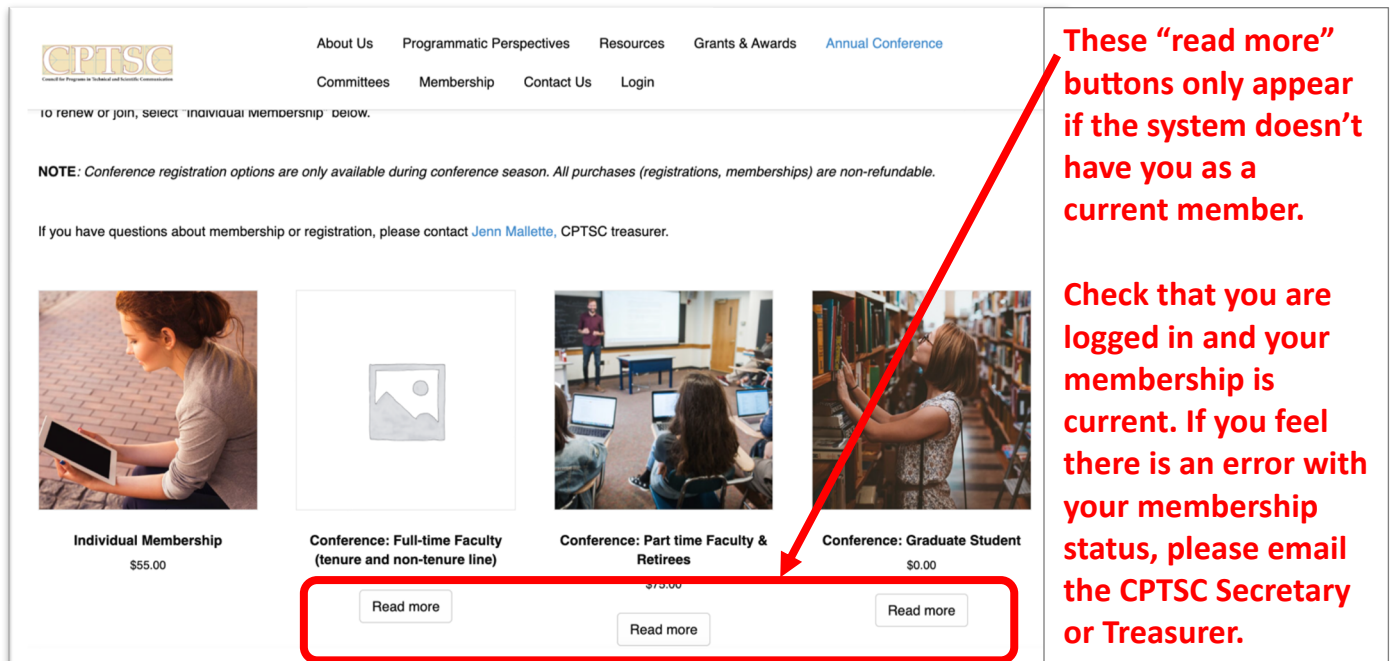
This person's most recent membership will expire before the conference, so they need to renew their membership.

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).



ALTERNATIVE PATH: CPTSC “Current Conference” site

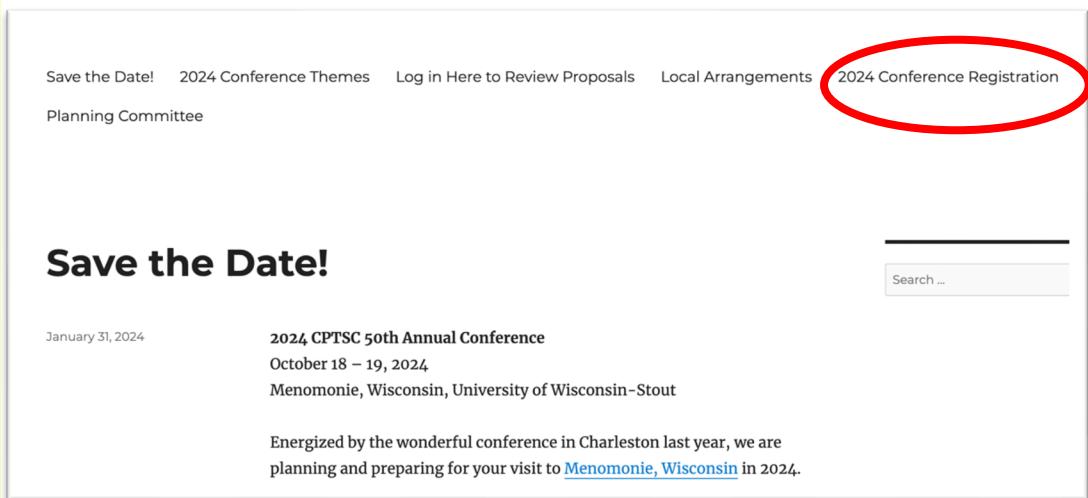
Alt Step 1

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”



Save the Date! 2024 Conference Themes Log in Here to Review Proposals Local Arrangements **2024 Conference Registration**

Planning Committee

Save the Date!

January 31, 2024

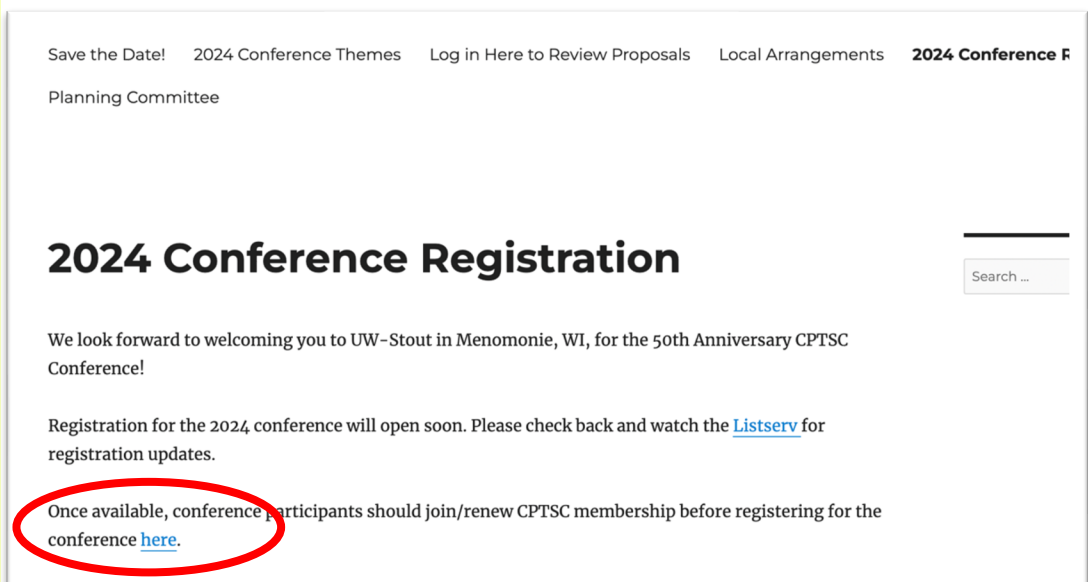
2024 CPTSC 50th Annual Conference
October 18 – 19, 2024
Menomonie, Wisconsin, University of Wisconsin-Stout

Energized by the wonderful conference in Charleston last year, we are planning and preparing for your visit to [Menomonie, Wisconsin](#) in 2024.

Search ...

Alt Step 3

Click the “here” link (directly above the page’s main photo)



Save the Date! 2024 Conference Themes Log in Here to Review Proposals Local Arrangements **2024 Conference F**

Planning Committee

2024 Conference Registration

We look forward to welcoming you to UW-Stout in Menomonie, WI, for the 50th Anniversary CPTSC Conference!

Registration for the 2024 conference will open soon. Please check back and watch the [Listserv](#) for registration updates.

Once available, conference participants should join/renew CPTSC membership before registering for the conference [here](#).

Search ...

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).

The screenshot shows the CPTSC website with a navigation menu including 'About Us', 'Programmatic Perspectives', 'Resources', 'Grants & Awards', and 'Annual Conference'. Below the menu, there are links for 'Committees', 'Membership', 'Contact Us', and 'Login'. A note states: 'NOTE: Conference registration options are only available during conference season. All purchases (registrations, memberships) are non-refundable.' Below this, there are four membership options, each with a 'Read more' button:

Membership Option	Price	Read more Button
Individual Membership	\$55.00	Yes
Conference: Full-time Faculty (tenure and non-tenure line)	\$75.00	Yes
Conference: Part time Faculty & Retirees	\$75.00	No
Conference: Graduate Student	\$0.00	Yes

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.