

## 2010 ICN Coordinator's Conference- Friday, June 18

### Registration Tips

Taylor University staff is assisting the ICN conference registration at no cost. They have adapted certain processes to assist us. So, please read the following tips prior to registering because some things you will see will not apply. Thanks for your understanding and cooperation. If you do have difficulty, call the Taylor University Online office at (800) 845-3149.



#### Registering online can only be done with a credit card

- If you need to use a **PO** or **check**, please call the Taylor University Online office and register by telephone: 800.845.3149
- Note: There are boxes to check for a PO or Check with the on-line registering system, but they are NOT active
- You can register for just the conference (\$35) or the conference and overnight accommodations in an IPFW dormitory suite (\$25)
- A “printer friendly” version receipt is available near the end of the on-line registering process as well as an email receipt that will be sent to you automatically.
- When registering for an IPFW suite, you may list one person to share the accommodation. There are two people to a suite, both with private bath. If unsure, leave blank.
- At the end of registering for the conference, select the button “Continuing Shopping” to reserve an IPFW suite, or select the button “Checkout” to register only for the conference.
- You will fill out personal information at least twice, i.e., for registration and for payment. Be sure to select the box if your billing address is the same as your delivery address. If not, you will complete your personal information a third time.
- Ignore the following area or button that will appear during registration: the “Registered User” section that will appear on the right hand side of the screen (not a function for the ICN conference), and the “Promotional Code” button that appears on a couple of occasions (there is no promotional code for the ICN conference).
- There is a “time out” function, so, if you stop registering for an extended period of time, you may be removed from the registration site and have to login and start again. Your previous information is not saved.
- To end or leave the site, simply select the red X in the upper right to close your browser.