

**When On-Site: FILL OUT THE CASH, CHECK, PURCHASE ORDER • FORM and Register On-Line Before Getting in the Payment Line
All Attendees Must Register Online Before Submitting Payment via Cash, Check, or Purchase Order**

Late On-Site Conference Registration/Payment Instructions

Become a Member, Renew Your Membership, Register for Conference

If you are not currently a member, SCCTM suggests joining before registering for the conference in order to take advantage of reduced member conference rates. The cost of membership plus the discounted member conference rate is less than the nonmember rate.

To receive the discounted conference rate, you must renew/pay your membership dues, rejoin or join SCCTM before the on-line system will allow you to register for the conference at the member rate.

Your email address is your user name.

Information

- New members are eligible for the member's discounted conference fee.
- Membership dues must be paid and up-to-date in order to receive the member conference rate.
- An electronic invoice and/or payment acknowledgement will be e-mailed to each attendee's primary e-mail address.
- Your canceled check and/or emailed payment acknowledgment will be your receipt for membership dues and/or conference registration.
- The conference program is located on line at sctm.org.
- Only current SCCTM members are eligible for door prizes. Your door prize ticket must have your membership number printed or written on it for the drawings.

All attendees MUST register on-line!

Please register at SCCTM.org before getting in line, onsite.

Register and leave your payment pending on-line if paying On-Site by cash, check, or purchase order.

SPECIAL NOTICE for Cash, Checks, or Purchase Orders On-Site

The on-line payment system will not allow you to register for the conference as a member until your payment is processed.

In order to expedite your conference registration, if you are joining or renewing membership and paying by check or with a Purchase Order, please read the following information.

1. Before you get in line to submit your check or PO, be sure that you have created your SCCTM account or that you already have an online account with SCCTM at: sctm.org (Recent previous attendees and members have an account.)
2. Fill out the Purchase Order/Check Payment form, submit your payment and form at the registration desk and receive your name badge and conference materials at the on-site registration counter.
3. Your payment will be processed and a receipt will be emailed to you or an invoice will be submitted for payment to your school or district as soon as possible.

Registration with Cash, Check, PO

When paying by check or PO, you need the paper form.

Leave payment pending on line when paying by check or PO.

1. New members or new attendees, go to SCCTM.org and click "Membership" if joining, to create your SCCTM membership account. (For previous members or conference attendees, your user name is the email address that you used previously with SCCTM. You will see the "forgot password" link if you need your password.)
2. There will be two choices for payment, "Pay online or Invoice me." Choose the "Invoice me"
3. Set up or update your account information: please provide **two e-mail addresses** in case your primary email addresses changes. You will receive e-mail communications and newsletters from SCCTM at your primary e-mail address. *Your e-mail addresses may also be used by officers, committee chairmen, and Corporate Sponsors to contact you.*
4. When payment is to be made by check or purchase order, complete the Check and Purchase Order Membership & Conference Registration form. Follow the directions in the special notice. Get into the payment line with your filled form.

An invoice will be sent to the billing office of your district office for purchase orders.

Receipts will be sent to your email address.

If you do not receive your emailed receipt, please check your SPAM or Junk e-mail folders.

Registration paid by Card

When paying on-line, you do not need the paper form.

When paying on site by card, go to: sctm.org

1. When paying on-site by credit card, you don't need to fill out the form or get into the payment line. You will be able to use the Fast-Track line, as long as you have paid before getting into the Fast-Track line.
 2. Find a comfortable spot and go to: sctm.org on your device to make your payment.
 3. If you are joining for the first time or renewing your membership, take care of your membership payment first and then you may register for the conference in order to receive the member's discount rate. See the Cash, Check, PO #1, 2, and 3 for more details. If you are not joining, you will register for the conference as a non-member.
 4. Register for the conference and make your on-line payment. **An invoice/payment acknowledgement will automatically be e-mailed to the primary e-mail address when paying by card.**
- If you do not receive your emailed receipt, please check your SPAM or Junk e-mail folders.**
5. Once you have paid, get into the Fast-Track line and state your name in order to pick up your conference materials. Say that you need a blank name badge. (You will need to write your name on this name badge and door prize ticket.)

Your email address is your user name.



Late Purchase Order/Check/Cash Payment Form

Each conference attendee must complete online registration at:

<http://www.scctm.org>

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MEMBERSHIPS:	1-Year	3-Years		When paying on line with a card, this form is not needed.
_____ Regular	\$21.00	\$56.00	\$	
_____ Full-Time Student	\$11.00	\$26.00	\$	
_____ Retiree	\$16.00	\$42.00	\$	
REGISTRATIONS:	Full Conference	One Day		
	LATE or ON-SITE After 10/13/18	Thursday or Friday		
_____ Nonmember (s)	\$165.00	\$94.00	\$	
_____ Member (s) (Reg/Ret/Life)	\$110.00	\$66.00	\$	
_____ Full-Time Student (s)	\$25.00	\$17.00	\$	
TOTAL REMITTED by CHECK:			\$	
TOTAL to be INVOICED BASED ON PO:			\$	

Payment cannot be credited to the correct account unless this attendee information is received with checks and purchase orders.

Name (s) of Attendee (s) as in SCCTM Account	School or District	Thur/ Fri or Both	Total \$ for Attendee
Email Address:			
Email Address:			
Email Address:			
Total \$			

Write in School or District's Billing Address (mail or e-mail) for Purchase Orders or check "See PO."	o See PO (for billing address)
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Purchase Orders may be emailed with this form or with names on the PO at any time to: registration@sctmconference.org

When payment is made after October 15th, the late registration rate applies to all attendees.

Conference credentials cannot be issued until payment is made or a purchase order is received.

***This form is not needed when on-line payment is made with debit or credit cards.**

***This form must be submitted with cash, checks, or district purchase orders.**