



## Registration Cheat Sheet

1. Enter name into registration system on iPad or scan QR code
2. Verify Information is correct
3. Check In / Print badge
4. **BALANCE DUE OR ERROR MESSAGE – SEE REGISTRATION MANAGER**
5. Check Badge Code (upper right) for badge holder color - clear holder unless noted below.
  - G - Guest
  - S - Student – **check Student ID**
  - A- Full Conference Attendee
  - BS - Booth Staff
  - ST - Speaker/Tour Leader
  - ODO – One Day Only- Day will be listed on back of badge
    - Monday
    - Tuesday
    - Wednesday
  - V- Volunteer
  - EO- Event Only
  - CL- Civic Leader
6. Check back of badge – if listed
  - A. (1) pink drink ticket for **Opening Reception**
  - B. (1) blue drink ticket for **Exhibitor Reception**
  - C. Big Bash
  - D. Mobile workshops - ***If they purchased more than one for any event the door list will have correct # of tickets listed.***
7. Conference Bag with program
8. Lanyard

\*\*\*\*Tee Shirts – Go to tee shirt table. Sizes will be listed on the back of the badge

There will be a list provided to mark off when tee shirt has been picked up.

No need to collect payment – that will already have been done at registration Check In.