

Instructional Steps for On-Line Registration

If you would like register for a conference/workshop you will need go to www.swwc.org click the Workshops tab. Click "Student Activities Events" on left side of screen. Find the event you want to register for, click that link, read the information, click "Register Here" on right side of screen, it will then take you to the "log in" page below.

1. If you already have an account, enter your username and password click "sign in"; otherwise, you will need to create an account by clicking "New User? Signup!".



Please connect with other teachers at your school to make sure there is only one contact person per building, per conference-entering participant's information. The District list does not list if it is a Middle or Elementary School, so select your School District. If you do not select your district, the system will not allow you register.

New User Sign-up

Enter First Name:

Enter Last Name:

Enter Email:

Enter Job Title:

Enter Gender:

Enter Phone:

Enter Ext:

Enter Cell:

Enter Billing Address:

Enter City:

Enter State:

Enter Zip:

Select Business Type:

Select One:

Enter Building:

****Can't find your company/district? [Click here.](#)**

Enter a UserName:

Enter A Password:

Re-Enter Password:

Submit

1) Select **District**
2) Select your **School District**
3) Select **Building** you work in

2. Once you have logged in or created an account you then come to this screen. Please take a moment to read the instructions on this page and then click the “Click Here to Begin Registration” button.

DO NOT USE THESE 3 LINKS. THEY DO NOT WORK

Logout
Workshops
Registered
History
Update Info

SWWC
SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE
Education & Administrative Resources

Welcome to our Online Registration System

Hello Andrea, Thank You for joining us at The Science & Nature Conference.

Click on the blue button below to start the registration process.

Make sure to add all students and chaperones attending the conference.
You must click this button to save each participant attending: 

Click the 'Print Roster List' button to make sure you have everyone entered, print for your records.

Reminder:

- Please refer to the conference brochure for session titles and descriptions.
- Make sure students choose sessions appropriate for their grade level.
- The choices selected by students do not represent their final schedule.
- The final schedule will be mailed to the contact person a few days before the event and is based on session demand and class sizes.

CLICK HERE TO BEGIN REGISTRATION

Click here every time to get into your registrations and payment options.

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3. It will then ask you to verify your mailing address and you will need to choose if you are a school or a parent registering; click “Save Address”

Please Verify your address:

Are you a School or Parent:

Address:

City:

State:

Zip:

Save Address

4. You are now at the point where you enter **ALL** students and adults attending this event; including you as the contact person if you are attending.

Make sure to click the **“Blue SAVE button”** after you enter each person; including the last person in order for them to be saved and registered.

5. To check if you have everyone registered, click the **“Export Roster to PDF?”** button; this will give you a list (you can print) of everyone registered. Make sure you are not missing anyone. It will ask you; Do you want to open or save StudentRoster.pdf?; Click the **“Open”** button at the bottom of your screen. NOTE: this is just the list of those registered and not your schedule. The final schedule will be mailed before the conference.

Conference for Young Artists Roster Listing for: Ann Victor

First	Last	Grade
Brock	Hill	2
Teddy	Bear	3
Jill	Johns	5
Sandy	Block	K
Ann	Victor	Over 18

Close the Export Roster and click the **“Are you ready to pay?”** button

6. You will then see this page...Please read instructions for parents and for schools

If you are mailing a check you are now finished and can log out.

Continue reading for instructions to pay with your PayPal account.

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

SWWC

Education & Administrative Resources

Welcome to our Online Registration System

Thank you for registering, Ann. Your total is: \$138.

To complete the registration process:

- Parent payments are due 2 weeks prior to the conference.
- School payments can be sent in advance or an invoice will be sent to schools after the conference.

If you are paying by check, you are finished and can log out.

If you are paying by Credit Card, follow the Step by Step Instructions to pay with a PayPal Account:

- [Click Here](#) to get started. Make sure your popup blocker is off.
- In the 'Their email or phone #' section, Enter 'swscpaypal@swsc.org'
- In the 'Amount' section, enter Amount \$ **138** and click 'Send Money'
- Click the 'Goods or Services' button.
- Log into your PayPal account. If you do not have a PayPal account, please sign up now.
- You will then come to a screen called 'Email to recipient'.
- **Subject: Conference for Young Artists**
- **Message (optional):** can enter a message if you choose.
- **Click Send Money.**

Please select what you would like to do next:
[Go Back to Workshops](#) | [Add Group Registers](#) | [Logout](#)

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7. If you are paying with Credit Card on your PayPal account, you will need to follow the step above on this screen

