

## NYAEYC Conference Registration Instructions for CSEA Members

1. Please follow the link below to the registration page:

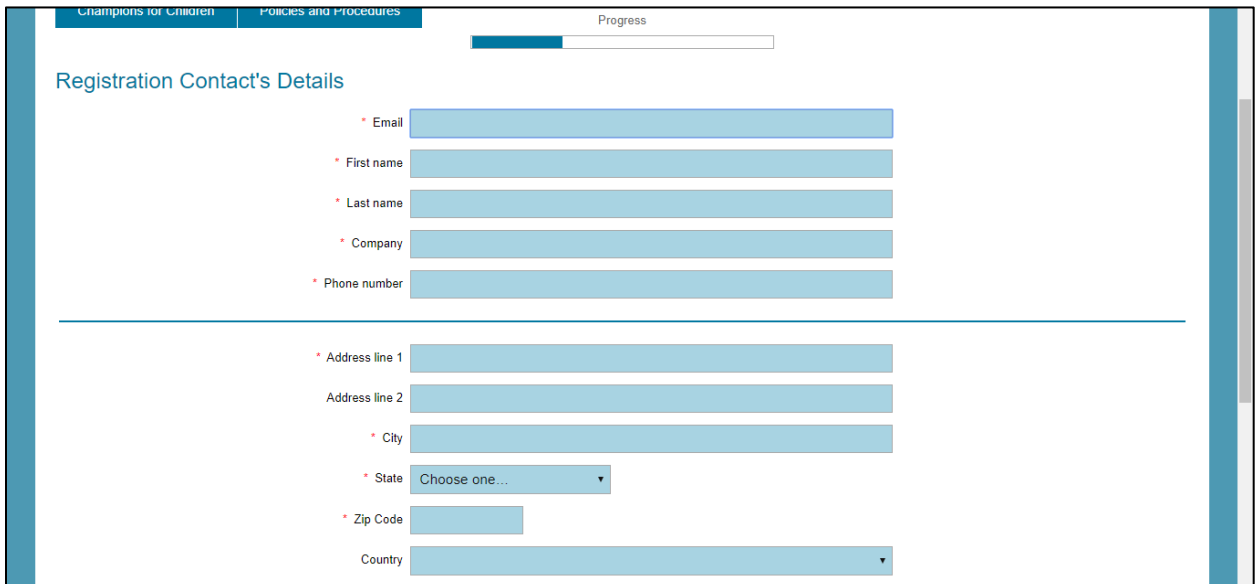
<https://www.eventsforce.net/nysaeyc/frontend/reg/registerNew.csp?eventID=2>

Please select the appropriate option from the ones listed



The screenshot shows the NYAEYC registration page. At the top is the NYAEYC logo and name. Below it is a navigation bar with tabs: Home Page, Member-Only Registration, Hotel Information, Sponsors and Exhibitors, Keynotes and Movie Screening, Scholarships, Champions for Children, and Policies and Procedures. A progress bar is visible. Under the heading "Registration Mode", there are three options with icons: "I am registering for myself" (single person icon), "I am registering on behalf of other people" (multiple people icon), and "I am registering for myself and other people" (person with plus sign and multiple people icon). At the bottom, there are social media links for Facebook and Twitter, and the NYAEYC logo.

2. Fill out your contact information:



The screenshot shows the "Registration Contact's Details" form. It includes a progress bar at the top. The form fields are: Email, First name, Last name, Company, and Phone number. Below these is a horizontal line. The second section includes: Address line 1, Address line 2, City, State (a dropdown menu with "Choose one..." selected), Zip Code, and Country (a dropdown menu).

3. Select the appropriate category:

The screenshot shows the NYAEYC website registration interface. At the top, the NYAEYC logo and name are displayed. Below the logo is a navigation menu with tabs for Home Page, Member-Only Registration, Hotel Information, Sponsors and Exhibitors, Keynotes and Movie Screening, and Scholarships. Underneath, there are tabs for Champions for Children and Policies and Procedures. A progress bar is visible, and the 'Attendee Type' section is active. It contains three radio button options: Member, Sponsor, and Exhibitor. There are 'Back' and 'Proceed' buttons. At the bottom, there are social media links for Facebook and Twitter, and the NYAEYC contact information: 230 Washington Avenue Ext. Albany, NY 12203.

\*\*Please note: Non Member will be available at that time.

4. Select your package and fill out the remaining details.

The screenshot shows the 'Attendee details' registration form. It includes a progress bar and the 'Attendee details' heading. The form is titled 'Registration' and contains several fields: a radio button selection for 'Please select your conference package' with options Package A (\$235.00), Package B (\$170.00), and Package C (\$90.00); text input fields for Email, First name, and Last name; a text input field for Organization; a dropdown menu for Position/Title; a dropdown menu for Years of Experience; a text input field for Membership Number; and a date input field for Expiration Date with a calendar icon and the format (Mmm DD, YYYY).

5. As your scroll down, you will see an option that asks if you are a member of CSEA. Select Yes. Please provide the code NYAEYC2018.

Is your organization NAEYC accredited?  Yes  No

\* Phone number

\* Have you applied for EIP?  Yes  No

Do you hold any of the following credentials?  Children's Program Administrator Credential  Family Child Care Credential  Infant-Toddler Care & Education Credential  Training and Technical Assistance Professional Credential

\* Is your program NAEYC Accredited?  Yes  No

\* Are you a member of VOICE CSEA?  Yes  No

Please insert the code provided by CSEA.

\* Will you be paying with QualityScholars Dollars?  Yes  No

\* Please check that you accept the terms and conditions

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6. If this information is filled out correctly, then you will have the option to select **Invoice** payment on the last page:

Description	Quantity	Unit price	Total
Event Booking	1		
Friday Lunch Box: None	1		
Package A Member-Only Online	1	\$235.00	\$235.00
Saturday Lunch Box: None	1		
		Total:	\$235.00
		Grand total:	\$235.00
		Outstanding:	\$235.00

Available payment methods

Credit Card  **Invoice**

[Complete registration](#)

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**nyaeyc**  
New York Association for the Education of Young Children  
230 Washington Avenue Ext. Albany, NY 12203  
[www.nyaeyc.org](http://www.nyaeyc.org)  
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