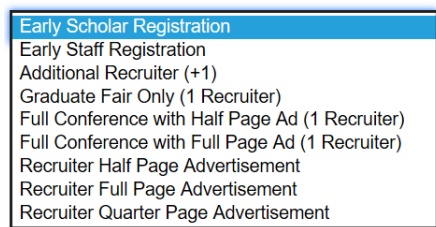


Instructions for 2018 Conference Registration

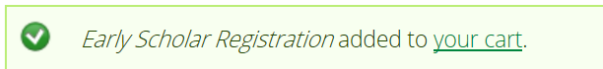
The UNT McNair Scholars Program’s staff and scholars are happy that you will be joining us for the 2018 Texas National McNair Research Conference and Graduate Recruitment Fair. The following instructions will guide you through the registration and payment system. We also give examples if you are registering yourself and others, or if you are just registering others (scholars, staff, and recruiters) who will attend the conference.

Start with the Conference Registration for Scholars, Staff, and Recruiters (<https://honors.unt.edu/2017-mcnair-conference/registration>). Scroll to the bottom of the page. From the dropdown box, select the registration type and then the number who you are registering. . The first choice you will make from the dropdown box is to indicate the registration type and number of people you are registering for that type.

Title: Early Scholar Registration
\$185.00

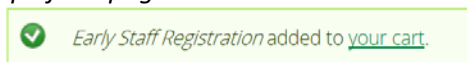


Once you have made your selection, click **Add to cart**. The page will refresh and the following is now at the top of the page:



We will come back to accessing **your cart** in a minute. However, let us assume you need to select more than one registration type (e.g., Early Scholar Registration and Early Staff Registration).

***Scenario A:** You want to register 2 staff members and 3 scholars. Choose **Early Staff Registration** and change the quantity to 2. Then click **Add to cart**. When the page refreshes, you will see this at the top of the page:*



*You still need to register 3 scholars. Scroll to the bottom of the **Conference Registration for Scholars, Staff, and Recruiters** and choose Early Scholar Registration and change the quantity to 3. Then click **Add to cart**. When the page refreshes, you will see this at the top of the page:*



Now click on **your cart** in the green box. You will see a page such as this:

Shopping cart



Product	Price	Quantity	Remove	Total
Early Staff Registration	\$279.00	<input type="text" value="2"/>	Remove	\$558.00
Early Scholar Registration	\$185.00	<input type="text" value="3"/>	Remove	\$555.00

Total: \$1,113.00

You can change the quantities here. If you do that, click on **Update cart**. When satisfied with the quantities, click on **Checkout**.

You will see the following page:

Registration Information



Registration Information

No information required. You may skip this page.

[Continue to next step](#) or [Cancel](#)

If you need to go back, click on **Cancel**, otherwise click on **Continue to next step** and you will move to providing about yourself for billing purposes. When you have entered that information click, **Continue to next step** At the **Checkout** page, you will see what is in your card, and then you will complete the Billing Information. Items with red asterisks (*) require you to enter information.

Click on **Continue to next step**, and you will be at the **Review order** page. It is on this page you will select your payment method:

- Credit card
- Purchase order

Our preference is for credit card payment but we will be happy to invoice you when you choose Purchase Order. When you make that choice, you will see:

Purchase Order

Purchase Order *

The Purchase Order textbox is a required field. You can put whatever you want in there – such as the name of your institution.

*Scenario B. You choose **Purchase Order** and you are nearly done. You need to provide information about each of the people you have registered. A link on the **Checkout Complete** page will take you to the **Submit Participant Information** page. Use the order number from the Checkout Complete page. Enter that number and select from the drop down box the **Type of Registration** (i.e., Scholar or Staff), then click **Submit**. You will be presented with a form to complete to provide information for one of the people you have registered. You will get a confirmation page. If you have more than one participant to enter, click **Go back to form** to enter information for another participant. You can continue that process until you have provided the information for all of those you registered.*

Scenario C. You choose **Credit card**. You will be taken from the UNT website to our secure credit card payment system, **Commerce Manager**.

After reviewing the charge, click Continue. Complete the information requested, click Continue, and you will see a screen ***Is this Credit Card information correct?*** If okay, click Confirm.

You will receive an email from commerce.manager@unt.edu with the subject line: Standard Notification. This message confirms that your credit card purchase was approved.

No matter how you pay, you will receive an email from HonorsCollege@unt.edu with the subject line ***UNT McNair Conference Order [##] at Honors College***. The message will have the following text:

Thank you for purchasing your registration for the Texas National McNair Research Conference. Your order number is [##]. Please be sure to submit your registration information for each conference attendee here (<https://honors.unt.edu/2017-mcnairconference/registration-information>).

You will need the order number from the message to complete this final step, which is to submit information about the person and people you have registered. Simply type in your Order Number and then select the Type of Registration for each of those people you are registering. You must submit a form for each conference attendee. Please fill out ALL fields.