

<http://www.thinkregistration.com/arinsrv/reg>

1. Click on Create an account
2. When it asks for Organization Type: choose School, District or Coop.
3. Next, it will ask you to choose a workshop from the list. Click on Select at the far right of the name of the workshop. Your information will automatically load into the registration form.
4. Then, scroll down, it will ask Bill To: It is a drop down.
5. Next, it will ask for a P.O. number or you have the option for Self Pay. Enter the P.O. number in the slot
6. There is also a box to check if the workshop is to be invoiced *after July 1* of the new fiscal year. In this case, the program will take a Requisition for a P.O. number.
6. When everything is entered click Submit. The registration *will not submit* without a P.O. number or a Requisition for a P.O. number. If the Self Pay option is chosen, the registration *will not be added* to the registration list until I receive a check for the workshop.

The program will send out an automatic confirmation to the attendee, an invoice to the appropriate accounts payable person and put the attendee's name on the registration list for the Program Director.

If you have any questions, please contact Mary Boyer at Arch Ford. Her contact information is below. You will use this program to register from now on for all new workshops. It will retain your information. All you have to do is log on and Select a new workshop.

Mary Boyer

CTE Administrative Assistant
Arch Ford Education Service Cooperative
101 Bulldog Drive
Plumerville, AR 72127
501-354-2269 x 1049 fax 501-354-6496
mary.boyer@archford.org