

<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. If you are self-pay, enter your check number in the P. O. box.
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, you may enter a Requisition for a P.O. number.
7. When everything is entered click Submit. The registration will not submit without a P.O. number. If the Self Pay option is chosen, the registration will not be added to the registration list until a check has been received 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.

You will use this program to register from now on for all new workshops. It will retain your information.

If you have any questions, please contact Rebecca Anderson at Arch Ford. Her contact information is below:

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