SCS CONFERENCE
ONLINE REGISTRATION INSTRUCTIONS

These instructions are designed to help guide users through the event registration process on SCS’s new event registration system. If you encounter any problems with your registration, please don’t hesitate to contact the SCS office at (858) 277-3888 or via e-mail at scs@scs.org.

Step 1: LOGIN to the system OR CREATE a user account

Go to the following Website:

If you’re new to this system, you’ll need to CREATE a profile by clicking on “New Visitor Registration” (circled in red above).

If you’ve used the system before, you’ll just need to log in using your e-mail address and password (circled in blue above).

Step 2: FIND the event you want to attend

Once you’re logged into the system, click on the “Upcoming Events” link.
Step 3: **SELECT** the event

You’ll see the Upcoming Events screen that lists all active upcoming events SCS is hosting. Click on the one that you are interested in attending.

![Upcoming Events Screen](image)

Once you click on the event you want, you’ll be directed to the event details page that will provide you more information about the event. If you scroll down to the bottom of that page, click on the button that says “Register for this Event” and you’ll be taken to the registration page.

Step 4: **REGISTER** for the event

To register, fill out the online form completely and to the best of your ability.

NOTE: There are some required fields that are marked with red r’s (circled in red below). The rest of the fields request information we use for your name badge and to better serve you (see items circled in blue and green below).
There are also “Sessions” listed for each event (circled in yellow above). These are additional items or sessions you can purchase in addition to the basic registration. Please review these carefully and select those that apply.

FOR EXAMPLE:
- ATTENDEES who would like to attend the evening reception should select the “Reception” session.
- AUTHORS with two or more accepted papers need to select the “Extra Paper Charge.”
- AUTHORS with a paper that is more than 8 pages long need to select “Extra Page Charge.”

You’ll be given the opportunity to identify the quantity of each of these session items once you’ve added the item to your shopping cart.

Step 5: ADD to cart

After you’ve completely filled out the registration form, click on the “Add to Cart” button at the bottom right side of your screen.

Clicking this will take you directly to your shopping cart.

Step 6: UPDATE quantities

Once you’re in your shopping cart, you’ll be able to update the quantities of any of your additional sessions (circled in red below). To remove an item from your cart, click on the red “X” next to it.

FOR EXAMPLE:
- An author with 3 accepted papers will need to have 2 “Extra Paper Charges” in the shopping cart.
- An author with a 10-page-long paper will need to have 2 “Extra Page Charges” in the cart.
After typing in the correct values in the quantities blocks, click on the “Update Cart” button (inside on left of the yellow circle above) at the bottom of your screen in order to have the shopping cart properly register the updates and reflect the correct Subtotal amount due.

Step 7: DISCOUNT CODES

If you are a full-time student or retiree who is no longer fully employed, you are eligible to receive a discount on SCS events. There may be other discounts available, as well, for more details, contact the SCS office.

If you have a discount code, you can enter it in the “Discount Code” block in your shopping cart. After entering it, click on the “Apply Discount” button to have it take effect.

Step 8: CHECK OUT

Once your cart correctly lists your items, quantities and applicable discounts, click on either the “Check Out” button or the “Check out with PayPal” button to check out and pay for your registration.

To check out with a standard credit card (MasterCard, VISA, American Express or Discover) you can simply click on the “Check Out” button.

If you have a PayPal account already, this will be the faster way to check out.

For attendees interested in paying by check, money order or purchase order, you’ll need to click on the “Check Out” button and will have to contact the SCS office to provide payment details.

NOTE: During check out, please ensure that the address and phone number provided match the billing information associated with your credit card otherwise the transaction will not go through.

Step 9: QUESTIONS or PROBLEMS

If you have any questions or encounter any problems with our system, please contact SCS at (858) 277-3888 or via e-mail at scs@scs.org.

A hard copy registration form will be made available upon request and might even be posted on the SCS Web site to make things easier for some of our attendees.