Helpful Online Registration Instructions:
Below are the steps to navigate the Penn State Conferences online registration form for single and/or group registrations for non-Penn State affiliated persons. If you have any questions or difficulties, please contact Conferences at nc_reg_office@outreach.psu.edu or (814) 867-4973 for assistance.

1. At the Shopping Cart screen, click Proceed to Checkout.

2. At the Participant/Event Setup screen, enter the name of participant and click the checkbox for “name of the program.”
   a. If you have more conference participants to add, click Add and repeat instructions.
   b. If you are not adding any additional participants, click Add then click Continue.

3. At the login screen, click Continue to “Proceed Without Logging In.”

4. At the Registration Setup screen, you will complete information pertaining to each participant and submit an e-mail address to receive the summary of receipts. Complete Step 1 followed by Step 2, as indicated below.

   (Step 1) Participant Setup:
   a. In the Step 1 box, click Add "First Name” Info.
   b. The Identity Setup screen will be displayed. On this screen, click create a New account (unless you are a Penn State affiliated person and know your existing account id).
   c. The Create New Profile screen will be displayed. Proceed to complete all information and then click Continue.
      Note: required fields are identified with a highlighted (yellow) background. At least one address is required (either home or business). As each participant Profile Setup is completed, “Complete” will be displayed by the participant’s name on the Registration Setup screen.

   (Step 2) Event Setup:
   d. In the Step 2 box, click Edit and complete all items, including the conference sessions.
      When complete, click Continue. Note: required fields are identified with a highlighted (yellow) background. As each Event Setup is completed, “Complete” will be displayed by the participant’s name on the Registration Setup screen.

Click Checkout when both Step 1 and Step 2 are shown as “Complete” at the Registration Setup screen.

5. At the Credit Card Payment screen, enter your credit card information and click Submit Payment.

6. Once the payment has been processed, the Registration Confirmation screen will be displayed. You may choose to print this screen for your record of purchase (an order confirmation will also be e-mailed within 24 hours to the e-mail provided to receive receipts).