

# Directions for Registering in Cvent for Educators Rising 2023

**Step 1** = The very first step of the registration process is to fill out the Source Code Spreadsheet that WEAC (Becky Bachman) will send along with these directions and send it back to her. She will need to upload this spreadsheet into Cvent before you can register. She will send you an email when that process is completed and you can begin your registration.

Using a Source ID is the way that we will have to register your students because WEAC cannot collect last names or email addresses of minors so this is our solution in order to use Cvent. You will need to fill in the spreadsheet with all the people that you are going to register. We are using the School/City name as the last name.

Fill in column A with just the first names. Use the source ID for Advisors for all Advisors, Co-Advisors or Chaperones that will be attending.

Fill in column A with just the first names for the all the students that you will have. Send the first name of anyone you think might attend so we can get this “pre-registration” done for everyone as soon as possible.

This is what the spreadsheet will look like when you get receive it from Becky:

	A	B	C
1	First Name	Last Name	Source ID
2		DeForest	Advisor1DeFo
3		DeForest	Advisor2DeFo
4		DeForest	Advisor3DeFo
5		DeForest	Advisor4DeFo
6		DeForest	Advisor5DeFo
7		DeForest	Student1DeFo
8		DeForest	Student2DeFo
9		DeForest	Student3DeFo
10		DeForest	Student4DeFo
11		DeForest	Student5DeFo
12		DeForest	Student6DeFo
13			

Here is how it will look when you fill it in.

	A	B	C
	First Name	Last Name	Source ID
	Becky	DeForest	Advisor1DeFo
	Leah	DeForest	Advisor2DeFo
	Peggy	DeForest	Advisor3DeFo
		DeForest	Advisor4DeFo
		DeForest	Advisor5DeFo
	Amy	DeForest	Student1DeFo
	Ann	DeForest	Student2DeFo
	Jane	DeForest	Student3DeFo
0	Trent	DeForest	Student4DeFo
1		DeForest	Student5DeFo
2		DeForest	Student6DeFo
3			

**Step 2** = Send your completed spreadsheet back to Becky Bachman at [bachmanb@weac.org](mailto:bachmanb@weac.org)

**Step 3** = You will receive an email back from Becky Bachman when she has uploaded your data into Cvent and you can begin to register your chapter.

**Step 4:** Use the link: <https://cvent.me/Ok3AX8> to access the Cvent Registration website.

Here is a glimpse of what the landing page will look like when you click on the link.



To register, click on the **Register Now** button on the top right.

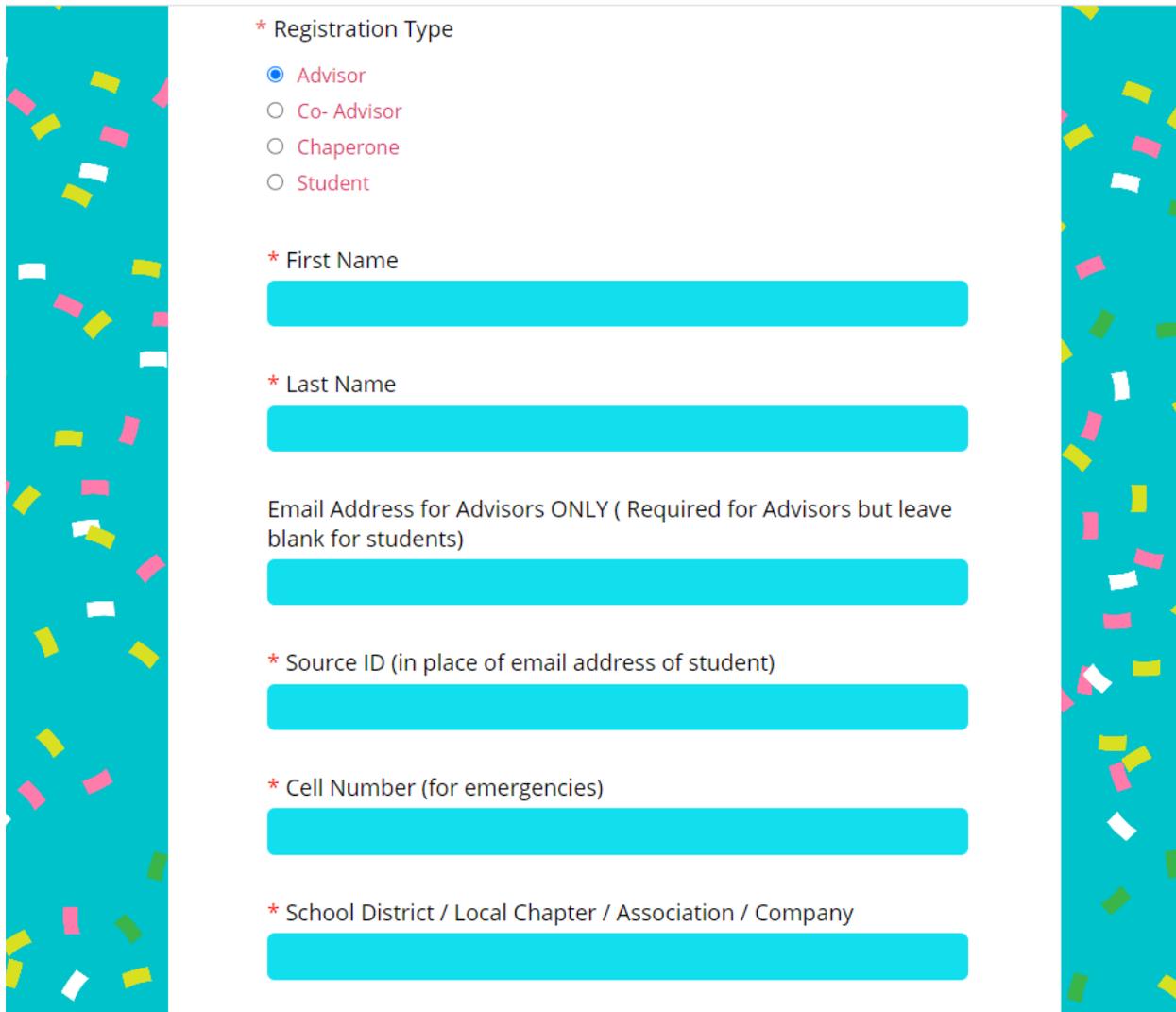
The next page will bring you to select the Registration Type where you will **select Advisor**.

Give the system a few seconds to re-refresh because it is taking you down a very specialized registration path for advisors.

Fill In the personal information that you are asked.

I can ask for email address for Advisors and I need you to fill that in because that is how you will get the confirmation email. Please do not fill in this data field for your students. This is an optional field so you can leave it blank for your student but it does need to be filled in for advisors. You will use the Source code for your students and yourself (and co-advisors and chaperones) too because that is a required field.

For Source Code – this will come on a spreadsheet to you for your chapter from WEAC (Becky Bachman) (This was the first step of the registration process that was to assign everyone from your school a Source Code) This is where that spreadsheet comes into play.

A registration form with a white background and decorative vertical borders on the left and right sides featuring a teal background with colorful confetti. The form contains several fields with labels and radio button options.

\* Registration Type

- Advisor
- Co- Advisor
- Chaperone
- Student

\* First Name

\* Last Name

Email Address for Advisors ONLY ( Required for Advisors but leave blank for students)

\* Source ID (in place of email address of student)

\* Cell Number (for emergencies)

\* School District / Local Chapter / Association / Company

You will also be asked for your address too as a required field in case we need to mail anything out to you after the event. We will be offering two different times for campus tours if you wanted to sign your chapter up for that.

## Address

\* Address 1

Address 2

\* Country/Region

\* City

\* State/Province

\* ZIP/Postal Code

There is a place at the bottom to list any food allergies or dietary restrictions for **you**. This will be a field that you can fill in for all registrations as you register everyone individually.

At the bottom of every page is a **NEXT** button to click to get to the next page. When you have completed all your registrations, there will be a SUBMIT button at the bottom of the page that you will need to hit in order to officially register. This will trigger a confirmation email to you.

**NOTE:** If you do **NOT** receive a confirmation email something went wrong in your registration process and you were not registered.

The second page of registration will remind you of the permission slips that you will need to have filled out. It will also ask about Parking passes and number of students for the tours of UWSP.

**\*\*\*\*NOTE: WEAC has a plan for safe and healthy schools. Educators want everyone to be masked, vaccinated and following science. This includes everyone who attend events sponsored by WEAC. Masks are required for indoor meetings.\*\*\*\***

As the Advisor, I agree to collect the signed permission slip below for each of my students and will bring a copy with me to the Registration table at the Educators Rising Summit on Wednesday, March 1.

I agree

You can find a downloadable PDF on the WEAC webpage  
[Permission Slip PDF](#)

#### Agreement for Assumption of Risk, Indemnification, Release, and Consent for Emergency Treatment

I, \_\_\_\_\_ (print name), age \_\_\_\_\_, desire to participate voluntarily in Educator's Rising Annual Summit at the University of Wisconsin-Stevens Point.

\* We need to know your method of transportation to the event for parking passes.

- Car
- Van
- Bus

\* How many parking passes do you need for each vehicle you are bringing to transport students? A parking pass is needed to park on the UW Stevens Point for all vehicles including for buses. If you do not need a parking pass, please put 0 in this field.

UW Stevens Point will be offering **Campus Tours** focusing specifically on their education program and there are two times for tours being offered this year. Please sign up for a time if you are interested in the tour so UW Stevens Point can plan the appropriate number of tour guides.

- 8:30 - 9:30 AM tour
- 3:00 - 4:00 PM tour
- Our school is NOT interested in a tour

\* If you are interested in the tour, please indicate the number of students so we can plan the appropriate number of tour guides. If you do not want to participate in a tour, please put 0 in this field.

Previous

Cancel

Next

The third page of registration is where you select any breakout session that you would like to attend as an Advisor. There will be a drop-down menu to choose the sessions from. In the top header there is the agenda and also a grid of the sessions to refer to. We have added ADVISOR specific sessions but you can sign up for any session. This will look like the screen for all of your students too so you can select their sessions individually for your students. (At the time this screen shot was taken, I did not have all the titles for the breakout sessions).

**Sessions**  
Select the sessions you'd like to attend.

**March 1, 2023**

**Breakout Session 1 - 10:55 AM - 11:35 AM**  
Available Sessions

**Breakout Session 2 - 11:35 AM - 12:30 PM**  
Available Sessions

- Session 6 of breakouts
- Session 3 of Breakouts
- We Are the Leaders Our Students Need: Educators and the American Leadership Crisis
- ADVISOR Session - Educators Rising - WI Teacher Leaders & Stakeholders Meeting**
- Will There Be A Job For Me?
- Session 1 of Breakouts

**Breakout Session 3 - 1:20 PM - 2:00 PM**  
Available Sessions

**Previous** **Cancel** **Next**

The next page will be the Registration Summary which summarizes the answers that you just entered. There is a **Add Co-Advisor/Chaperone/Student Here** button at the bottom of this page.

Our school is NOT interested in a tour

We are planning a box lunch of a sandwich, fruit, chips and cookie. If you have any food allergies or special dietary restrictions (i.e. vegan, vegetarian, lactose intolerant, gluten free, etc.) please list here:

none

We need to know your method of transportation to the event for parking passes.

Van

How many parking passes do you need for each vehicle you are bringing to transport students? A parking pass is needed to park on the UW Stevens Point for all vehicles including for buses. If you do not need a parking pass, please put 0 in this field.

1

A campus tour will be offered. If you are interested in the tour, please indicate the number of students so we can plan the appropriate number of tour guides. If you do not want to participate in a tour, please put 0 in this field.

0

## Agenda

Item	Price
<b>Admission Item</b>	
Advisor	\$20.00

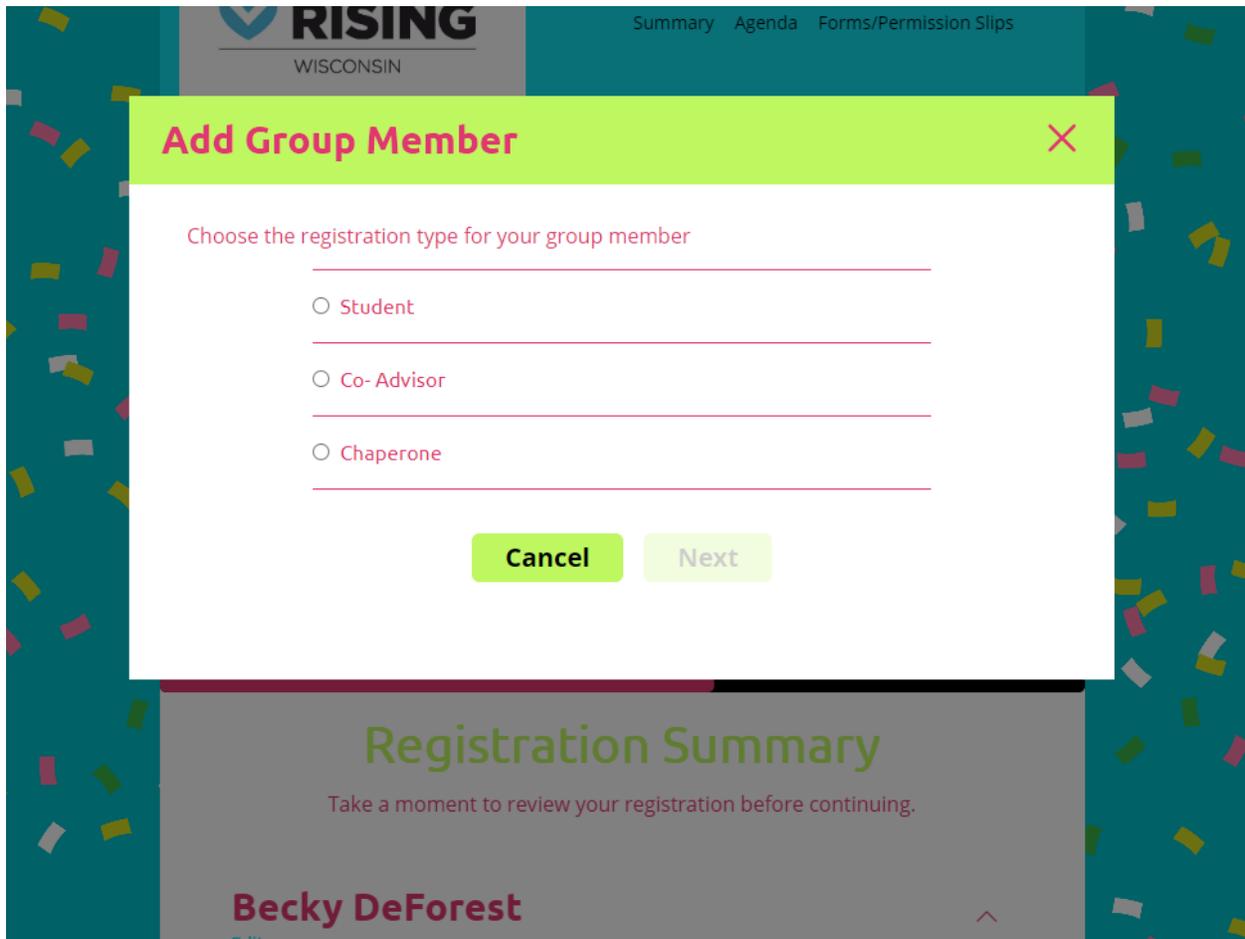
**Add Co-Advisor/Chaperone/Student Here**

**Previous**

**Cancel**

**Next**

This is what the next screen will look like to choose who you need to register next. I would suggest adding any Co-Advisors and Chaperones that you might be bringing with you before you start to enter your students. You will need to enter each one individually.



This is what the screen will look like for registering a Co-Advisor – there is no need to re-enter the school address again or their cell number. There is the opportunity to add any dietary restrictions for them.

Registration type

Co-Advisor

\* First Name

Please fill out this field.

\* Last Name

\* Source ID (in place of email address)

## Registration Items

Select an item and click Next or Submit.

<b>Co-Advisor</b>	<b>\$20.00</b>
	<b>Selected</b>

We are planning a box lunch of a sandwich, fruit, chips and cookie. If you have any food allergies or special dietary restrictions (i.e. vegan, vegetarian, lactose intolerant, gluten free, etc.) please list here:

**Cancel** **Next**

Hit **NEXT** to continue...

You will have the Session Screen to Select the Sessions that your Co-Advisor wants to attend.

**Sessions**  
Select the sessions you'd like to attend.

**March 1, 2023**

**Breakout Session 1 - 10:55 AM - 11:35 AM**  
Available Sessions  
[Dropdown menu]

**Breakout Session 2 - 12:35 PM to 1:15 PM**  
Available Sessions  
[Dropdown menu]

**Breakout Session 3 - 1:20 PM - 2:00 PM**  
1:20 PM  
Available Sessions  
[Dropdown menu]

**Previous** **Cancel** **Next**

The next screen is the just the Covid notice that you can just click next on.

The following page is the Registration Summary for what you entered for your Co-Advisor. Again at the bottom of the screen you would select the **Add Co-Advisor/Chaperone/Student Here** button at the bottom of this page to continue to enter Co-Advisors or Chaperones who will be attending with you.

If you do not have any other Co-Advisors or Chaperones who will be attending with you, you can start entering your students by clicking the **Add Co-Advisor/Chaperone/Student Here** button at the bottom of this page.

**Add Group Member** [Close]

Choose the registration type for your group member

Student

Co-Advisor

Chaperone

**Cancel** **Next**

**Registration Summary**

The Personal Information page will come up for your student. This is where you will use your school for their Last Name and the Source Code off the spreadsheet. There is a place to enter any food allergies/dietary restrictions that your students might have before you hit NEXT on this page.

**Personal Information**  
Fill out the information below, then click Next to continue.

Registration Type  
Student

\* First Name  
Trent

\* Last Name  
DeForest

\* Source ID (in place of email address)  
Student4DeFo

**Registration Items**  
Select an item and click Next or Submit.

<b>Student</b>	<b>\$20.00</b>
	<b>Selected</b>

We are planning a box lunch of a sandwich, fruit, chips and cookie. If you have any food allergies or special dietary restrictions (i.e. vegan, vegetarian, lactose intolerant, gluten free, etc.) please list here:

gluten free

The next page is where you will enter the competitive events for your students. This is a radio button for you to select from. All the events offered are listed here to sign up for.

## Competitive Events

Select the competitive event for your student.

Each student is **limited to one** competition to compete in.

Competing is **not** a requirement to come to the Summit.

Please check the competition that this student will be competing in:

- NOT COMPETING in a competition - just here for the sessions
- Children's Literature K-3
- Children's Literature - K-3 Spanish
- Children's Literature Pre-K
- Creative Lecture (TED Talk)
- Educators Rising Leadership Award (Varsity only)
- Educators Rising Moment
- Ethical Dilemma (TEAM)
- Exploring Careers in Administration
- Exploring Careers in Non-Core Subject Areas
- Exploring Support Services Careers
- Impromptu Speaking
- Inside our Schools Presentation (TEAM)
- Job Interview
- Lesson Planning - The Arts
- Lesson Planning - CTE
- Lesson Planning - Humanities
- Lesson Planning - STEM
- Public Speaking

There is a place at the bottom to enter names for Dual or Team competitions.

- Project Visualize-Service Project (Individual or DUAL)
- Teacher Created Materials (Individual or DUAL)

The competition this student is competing in is Dual or Team event. List all team members here.

Previous

Cancel

Next

The next page for student registration is where you sign them for sessions from the dropdown menu.

**Sessions**  
Select the sessions you'd like to attend.

**March 1, 2023**

**Breakout Session 1 - 10:55 AM - 11:35 AM**  
Available Sessions  
[Dropdown menu]

**Breakout Session 2 - 12:35 PM to 1:15 PM**  
Available Sessions  
[Dropdown menu]

**Breakout Session 3 - 1:20 PM - 2:00 PM**  
1:20 PM  
Available Sessions  
[Dropdown menu]

[Previous](#) [Cancel](#) [Next](#)

Then it will take you to the Registration Summary for the student that you just entered.

And you can continue this process all over again to enter all your students.

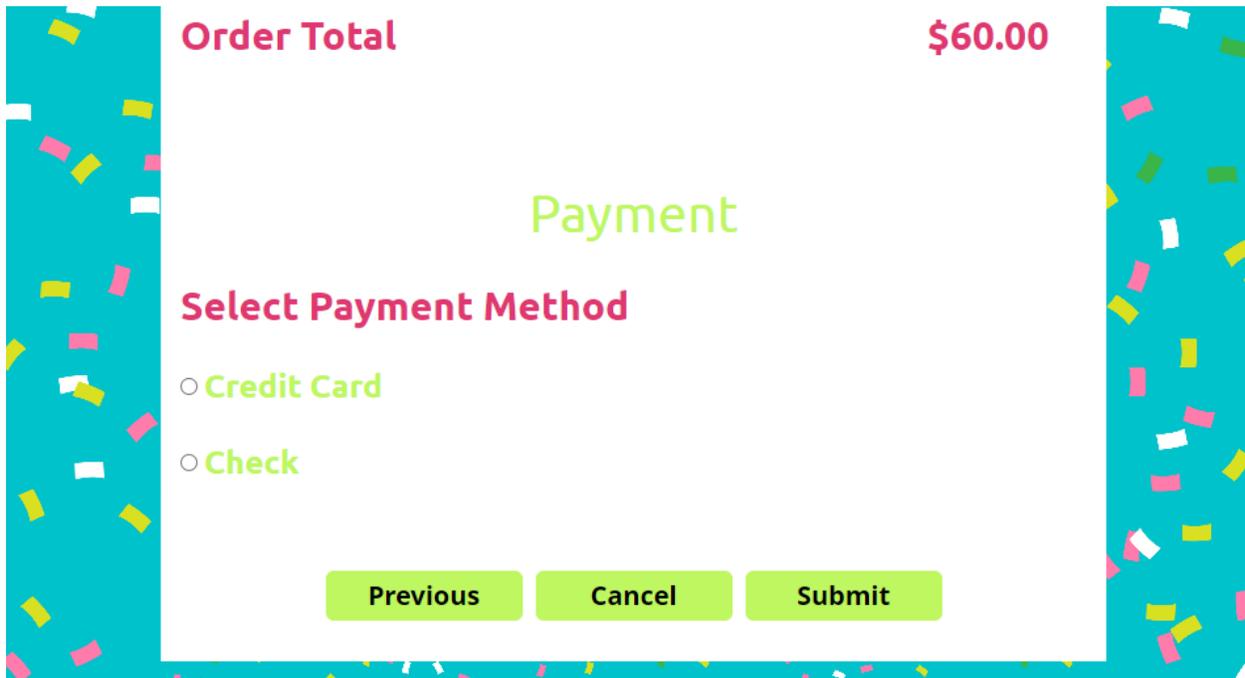
When you have entered all your students, you can hit **NEXT** at the bottom of the Registration Summary to be taken to the Order Summary page.

**Order Summary**  
Review your order information and submit your payment.

<b>Becky DeForest(Group Leader)</b> ^	
<b>Item</b>	<b>Price</b>
Admission Item	
Advisor	\$20.00
<b>Subtotal</b>	<b>\$20.00</b>
<b>Ann DeForest</b> v	
<b>Subtotal</b>	<b>\$20.00</b>
<b>Trent DeForest</b> v	
<b>Subtotal</b>	<b>\$20.00</b>
<b>Subtotal</b>	<b>\$60.00</b>
<b>Order Total</b>	<b>\$60.00</b>

At the bottom of this page, is where you would Select Payment Method.

We are offering credit card payment or check payment.



**Order Total** **\$60.00**

**Payment**

**Select Payment Method**

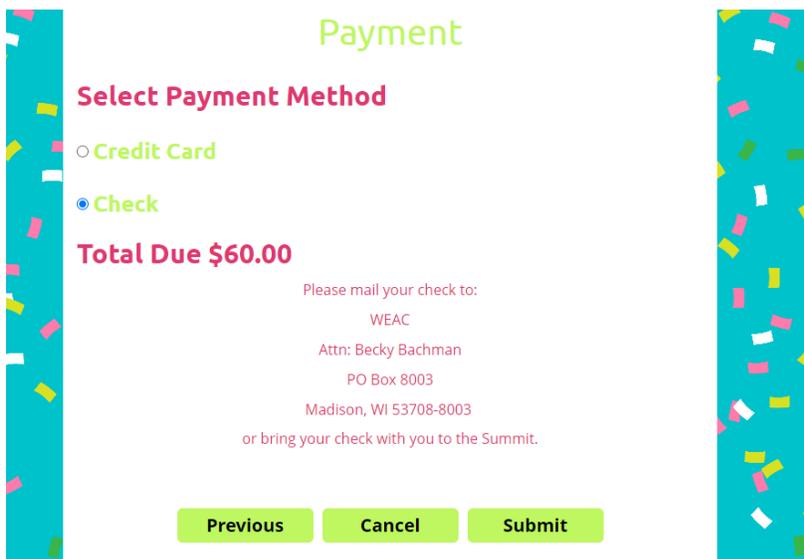
Credit Card

Check

**Previous** **Cancel** **Submit**

If you select Credit Card, it will open up another screen to enter your credit card information and then hit **SUBMIT** at the bottom of the screen to process your registration. You will receive a confirmation email if your completed your registration correctly.

If you select Check, you can mail your check to the information on this page or bring your check with you to the conference. Again, remember to hit **SUBMIT** button at the bottom of the screen and watch for your confirmation email.



**Payment**

**Select Payment Method**

Credit Card

Check

**Total Due \$60.00**

Please mail your check to:  
WEAC  
Attn: Becky Bachman  
PO Box 8003  
Madison, WI 53708-8003  
or bring your check with you to the Summit.

**Previous** **Cancel** **Submit**

The nice thing is with Cvent is that you can go back in and modify or cancel your registration at any time yourself from your confirmation email with the [View or modify your registration Link](#) at the bottom of the email.

You can cancel students or add students (as long as you have gotten a Source Code ID from Becky Bachman for that student = back to Step 1) from this confirmation email. You do not need Becky Bachman to make changes to your registration, you can take care of it yourself.

Event: Educators Rising Summit & Competitions  
Attending: Becky Bachman  
Number in Party: 1  
Time: 9:30 AM  
Date: March 1, 2023  
Confirmation Number: WPNHXM329SG

Registration Information

Becky Bachman  
Judge

[View or modify your registration](#)

We look forward to seeing you there.

If you have any questions or difficulties and need any help, please contact Becky Bachman at [Bachmanb@weac.org](mailto:Bachmanb@weac.org)