

# Directions for Registering in Cvent for Educators Rising 2025

**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/high school students**, so this is our solution 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 students/student ambassadors, Co-Advisors or Chaperones that will be attending. We will need your email address as the Advisor because we need an email address to send the confirmation email to.

Fill in column A with just the first names for 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. You can send in all the names for your chapter if you want to just be prepared to have them all in the system ahead of time, rather than doing this process again as people decide to attend later.

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

A	B	C	D	E	F	G	H	I	J	K	
First Name	Last Name	Source ID	Dietary Restrictions	Membership Number from National ER	Breakout Session 1	Breakout Session 2	Breakout Session 3	Competitive Event	Team or Partner for Competitive Events	T-shirt order Size	
	Mauston	Advisor1Maus25	<i>***I do not need these columns filled in - this is just for your reference for when you go to register your students***</i>								
	Mauston	Advisor2Maus25									
	Mauston	Student1Maus25									
	Mauston	Student2Maus25									
	Mauston	Student3Maus25									
	Mauston	Student4Maus25									
	Mauston	Student5Maus25									
	Mauston	Student6Maus25									

This spreadsheet has other columns for the information that you will need to collect from your students before you register them, like any dietary restrictions, breakout sessions and competitions, and if they want to purchase a T-shirt. You will need this information to complete the registrations but this information is not needed to send the names in to Becky. Here is how it will look when you fill it in.

A	B	C
First Name	Last Name	Source ID
Katie	Mauston	Advisor1Maus25
Becky	Mauston	Advisor2Maus25
Katie	Mauston	Student1Maus25
Heather	Mauston	Student2Maus25
Sandy	Mauston	Student3Maus25
	Mauston	Student4Maus25
	Mauston	Student5Maus25
	Mauston	Student6Maus25

**Step 2** = Send your completed spreadsheet of names back to Becky Bachman at [bachmanb@weac.org](mailto:bachmanb@weac.org). We only need the names at this time. The rest of the spreadsheet is just for your information. You could just enter every member of your chapter in at this time to make sure you have a source code for them if you wanted to get this process underway. If you do not end up registering them, it is not a big deal to have uploaded them into the system.

**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/3YENP7> 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**.

**Please register YOURSELF FIRST as the ADVISOR.** This makes you the group leader and then you will register your students under yourself to keep it all together as a chapter. The first person you register is the group leader so if you register a student, they are considered the group leader and we would prefer you, as the Advisor, be the leader.

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. This is a data field that I will not ask for students, only Advisors. I do not need the Source Code for you, the Advisor. You will use the Source code for your students/student ambassadors and co-advisors and chaperones too because that is a required field for them. You will get their Source Codes from the spreadsheet

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.

**\* Registration Type**

- Advisor
- Speaker/Presenter
- Judge
- WEAC State Staff/State Executive Officer Team
- Guest
- Vendor/College Fair Representative

**Note:** Advisors will be given the page to enter their students' information. We are asking that Advisors register first and then they will be able to enter all their students.

## Personal Information

Fill out the information below, then click NEXT to continue. Continue to select NEXT until it gets to the final screen where there is the SUBMIT button. Once you hit SUBMIT, you will be sent a

### Personal Information

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

**\* Registration Type**

- Advisor
- Co- Advisor
- Chaperone
- Student
- Guest
- Student Ambassador

**\* First name**

**\* Last Name is your School Name (we cannot use Last Names)**

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

**\* 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.

### Address

**\* Address 1**

Address 2

Country/Region  **\* City**

**\* State/Province**  **\* ZIP/Postal Code**

Please list your school colors here for a special activity at the conference.

### Registration Items

Select an Item and click Next or Submit.

**Advisor** **\$15.00**

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.

We are planning a pasta bar lunch this year. We will have a meat sauce, a vegetarian/meat-less sauce because the conference falls during the season of lent.

We will also try to accommodate gluten free. If you have specific food allergies or special diets (i.e. vegan, vegetarian, gluten free, lactose intolerant, etc.) please make a note of them here so we make sure we take care of everyone.

Cancel

Next

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 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 each student fill out and bring with you to the conference. I will send the permission slip as an attachment to you but you can also find it on the Educators Rising page of the WEAC website <https://weac.org/educators-rising-wisconsin-annual-summit-and-competition/educators-rising-permission-slip-form/> or use the link in Cvent to take you straight to that page.

\* 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 Friday, March 7.

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.

I UNDERSTAND THAT I AM BEING ASKED TO READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. I UNDERSTAND THAT IF I WISH TO DISCUSS ANY OF THE TERMS CONTAINED IN THIS AGREEMENT, I MAY CONTACT : Melissa Vergara, Interim Risk and Compliance Manager, 715-346-2053

**Assumption of Risks:**

I understand that physical activity related to \_\_\_\_\_ Educator's Rising Annual Summit \_\_\_\_\_ by its very nature, carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. Some of these involve strenuous exertions of strength using various muscle groups, some involve quick movement involving speed and change of direction, and others involve sustained physical activity, which places stress on the cardiovascular system. The specific risks vary from one activity to another, but in each activity the risks range from: 1) minor injuries such as scratches, bruises, and sprains to 2) major injuries such as fractures, internal injuries, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death. I understand that the University has advised me to seek the advice of my physician before participating in this activity. I understand that I have been advised to have health and accident insurance in effect and that no such coverage is provided by the University or the State of Wisconsin. I know, understand, and appreciate the risks that are inherent in the above-listed programs and activities. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

We must ask this question below because the National Educators Rising is requiring everyone attending our event to be a dues paying member of Educators Rising. There are no WI state dues, but the student does need to be a paid member of the National Educators Rising organization to attend our event.

It will also ask about Parking passes and number of students for the tours of UWSP.

\* It is a requirement that all students and teacher/leaders be [registered on the National Educators Rising website and be paid dues members](#) in order to participate in the Wisconsin Summit. The National dues are \$10. We will be cross checking registration for the Wisconsin Summit against the paid National members.

I agree to make sure all students I am registering are also members of the National Educators Rising organization.

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

- Car
- Van
- Bus

If you are interested in trying to carpool/bus pool with chapters from your area, please check this box and we will put you in touch with chapters in your area.

YES, I am interested in trying to carpool/bus pool.

\* 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

We will be offering two different times for campus tours if you wanted to sign your chapter up for that.

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.

The competitive events show up here, but you can disregard this section for Advisors, Co-Advisors, Chaperones and Guests.

## 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
- Children's Literature Pre-K - Spanish
- Creative Lecture (TED Talk)
- Educators Rising Leadership Award (Varsity only)
- Educators Rising Moment
- Educators Rising Moment - Spanish
- Ethical Dilemma (TEAM)
- Exploring Careers in Administration Careers
- Exploring Careers in Non-Core Subject Teaching Careers
- Exploring Support Services Careers

JUST A REMINDER....

**If your students need to submit materials for their competitive event ahead of time, please email the materials by February 15 to : [erwiccompetitions@gmail.com](mailto:erwiccompetitions@gmail.com)**

**This February 15 deadline is a hard deadline. If materials are not submitted by this deadline, students will **NOT** be allowed to compete. We are going to have some events pre-judged this year and that is why this deadline of February 15 is a hard, fast deadline.**

Next, there is the option to purchase a State T-shirt. You can order more than one by the dropdown button that says SELECT. You can select the quantity here and then pick the sizes. You will be able to order a T-shirt for the students on their page, so you do not need to order all the T-shirts for your chapter here.

### Additional Items

Select the quantity of items you'd like to purchase.


**Educators Rising 2025 Summit T-shirt** **\$10.00**  
each

Select

If you are buying a T-shirt, what size do you want for the T-shirt?

- Small
- Medium
- Large
- XL - Extra Large
- 2XL
- 3XL

Here is the design of the T-shirt available:



Here is the design of the T-shirt available:



The third page of registration is where you select any breakout session that you would like to attend as an Advisor. You will need to scroll down to see all the sessions available. We have added a Co-Lab space for Advisors to gather for discussion and collaboration, but we are also encouraging Advisors to attend sessions with their students. So you can sign up for any session. This will look like the screen for all your students too so you can select their sessions individually for your students. (This is just a snippet of the screen, not listing all the breakout sessions and how you would select them with the button. If you want to select a different session, you just need to click on the new session, and it will automatically change to that one). In the third breakout session at 1:00 – 1:50 we will have an “official” advisor session.

## Sessions

Select the sessions you'd like to attend.

### March 7, 2025

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8:30 AM-9:00 AM **Optional Tour of UWSP** [Select](#)

If you arrive early, this guided tour is an optional tour of the UWSP campus to introduce UWSP to your students. Please sign up for this tour so we can plan the correct number of tour guides with the UWSP Admissions department.

---

10:50 AM-11:30 AM **Co-Lab Space for Advisors & Guests** [Select](#)

This space will be a room for **Advisors & Guests** to come together for discussion and collaboration.

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### Breakout Session 1 - 10:50 AM - 11:30 AM

10:50 AM-11:30 AM **Attend College & Vendor Fair** [Select](#)

Encore Room (first floor)

Use this time to attend the College & Vendor Fair in place of a breakout session.

1:10 PM-1:50 PM **ADVISOR session - Q & A with State Coordinator** [Select](#)

This "all things" Educators Rising question and answer session will be facilitated by State Coordinator Leah Luke. After being given a brief overview of the growth of Educators Rising in the state, advisors will have the opportunity to get their operational and bigger picture questions answered. Additionally, Sheboygan's advisor Leighanne Metter-Jensen will inform attendees her experiences advocating for Educators Rising at the capitol. Suggestions for how to include student voice in this work will be shared.

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 where you would add the rest of your group before you hit the NEXT button at the bottom. (if you do hit next, it will take you to the payment page but if you have people to add that you did not do, there is a PREVIOUS button to go back to the Registration Summary page to get back to the **Add Co-Advisor/Chaperone/Student Here** button at the bottom

## Registration Summary

Take a moment to review your registration before continuing.

**Leah Luke**  
bach@weac.org ^

[Edit](#)

Source ID (from Excel spreadsheet sent to Advisors for each school)	Cell Number (for emergencies)
2025Test2	6085730311

Address  
Po Box 8003  
Madison, Wisconsin 53708  
USA

### Questions

School District / Local Chapter / Association / Company  
Wisconsin Education Association Council (WEAC)

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 Friday, March 7.  
I agree

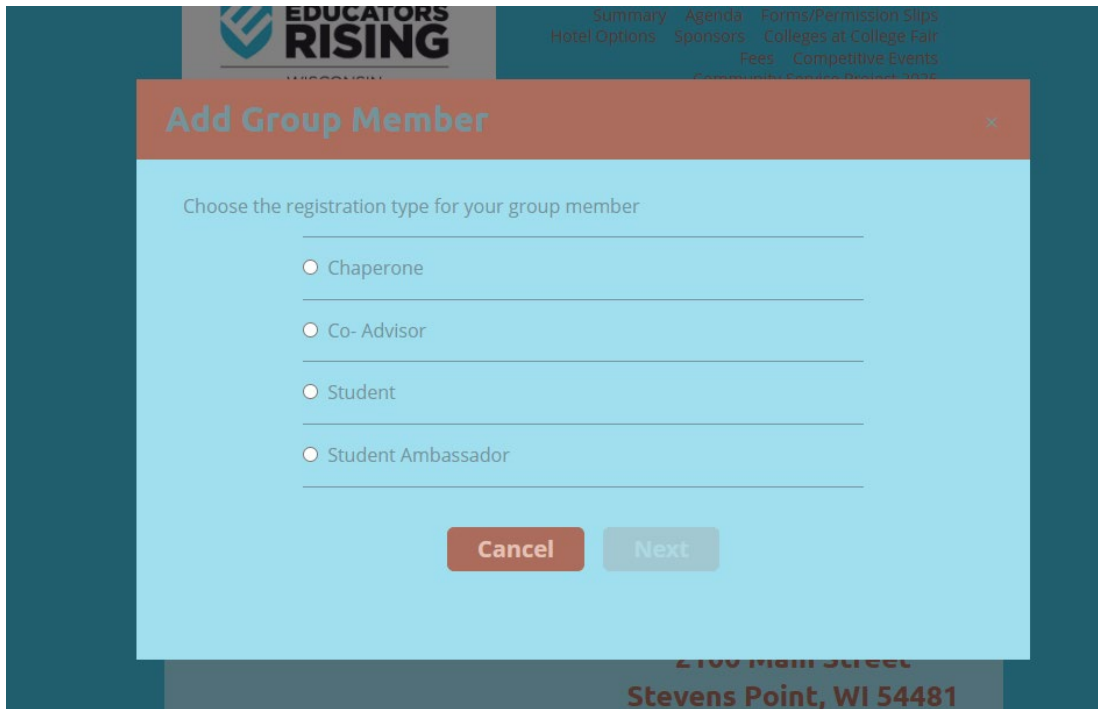
It is a requirement that all students and teacher/leaders be registered on the National Educators Rising website and be paid dues members in order to participate in the Wisconsin Summit. The National dues are \$10. We will be cross checking registration for the Wisconsin Summit against the paid National members.

DISCUSSION		
Awards Ceremony & Closing Remarks	3/7/25, 2:20 PM - 3/7/25, 2:50 PM	Free

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

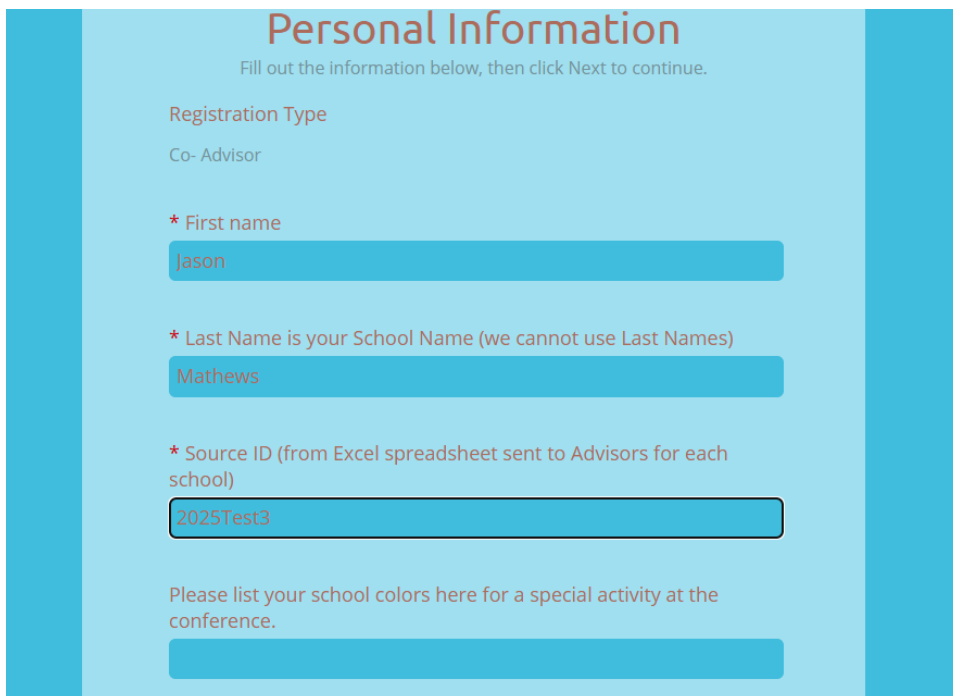
**Previous**   **Cancel**   **Next**

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.



The screenshot shows a web interface for 'EDUCATORS RISING'. At the top, there is a navigation menu with links: Summary, Agenda, Forms/Permission Slips, Hotel Options, Sponsors, Colleges at College Fair, Fees, Competitive Events, and Community Service Project 2025. The main content area is a light blue modal window titled 'Add Group Member' with a close button (X) in the top right corner. Inside the modal, the text reads 'Choose the registration type for your group member'. Below this text are four radio button options: 'Chaperone', 'Co-Advisor', 'Student', and 'Student Ambassador'. At the bottom of the modal are two buttons: 'Cancel' (in a dark blue box) and 'Next' (in a light blue box). The background of the page is dark blue and partially obscured by the modal.

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.



The screenshot shows a 'Personal Information' form. The title 'Personal Information' is in a large, bold, dark blue font. Below the title, the instruction reads 'Fill out the information below, then click Next to continue.' The form is set against a light blue background. The 'Registration Type' is 'Co-Advisor'. There are three required fields, each with a red asterisk: '\* First name' with the value 'Jason', '\* Last Name is your School Name (we cannot use Last Names)' with the value 'Mathews', and '\* Source ID (from Excel spreadsheet sent to Advisors for each school)' with the value '2025Test3'. At the bottom, there is a text prompt: 'Please list your school colors here for a special activity at the conference.' followed by an empty text input field.

## Registration Items

Select an item and click Next or Submit.

Advisor	\$15.00	Select
Chaperone	\$15.00	Select
Student	\$15.00	Select
Student Ambassador	Free	Select
Co-Advisor	\$15.00	Selected

We are planning a pasta bar lunch this year. We will have a meat sauce, a vegetarian/meat-less sauce because the conference falls during the season of lent.

We will also try to accommodate gluten free. If you have specific food allergies or special diets (i.e. vegan, vegetarian, gluten free, lactose intolerant, etc.) please make a note of them here so we make sure we take care of everyone.

Cancel

Next

Hit **NEXT** to continue...

Page 2 of the Co-Advisor or Chaperone page

There is a reminder of the permission slip on this page

You will be able to order a T-shirt for your Co-Advisor on this page.

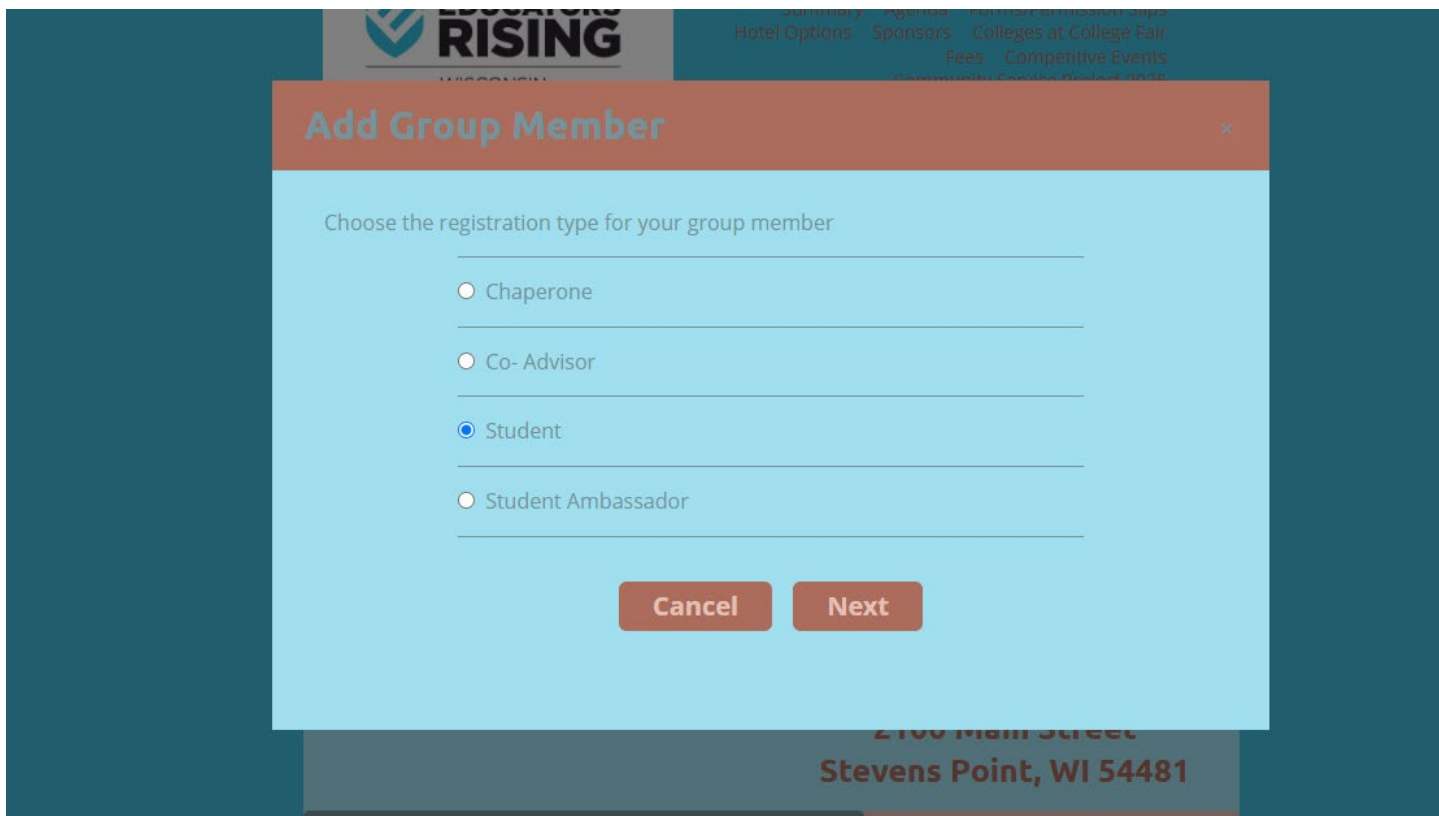
Hit **NEXT** to continue...

Page 3 of the Co-Advisor or Chaperone page

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

The following page is the Registration Summary again 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.



The screenshot shows a web interface for adding a group member. At the top, there is a navigation menu with links: Summary, Agenda, Contact Us, Registration, Hotel Options, Sponsors, Colleges at College Fair, Fees, Competitive Events, and Community Events. Below the menu is a header with the logo for 'RISING' and the text '2100 Main Street Stevens Point, WI 54481'. The main content area is a light blue modal window titled 'Add Group Member' with a close button (X) in the top right corner. Inside the modal, the text reads 'Choose the registration type for your group member'. There are four radio button options: 'Chaperone', 'Co- Advisor', 'Student' (which is selected), and 'Student Ambassador'. At the bottom of the modal are two buttons: 'Cancel' and 'Next'.

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. Enter exactly as the listed on the Spreadsheet.

There is a place at the bottom of this page 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

Leah

\* Last Name is your School Name (we cannot use Last Names)

Luke

\* Source ID (from Excel spreadsheet sent to Advisors for each school)

2025Test2

Please list your school colors here for a special activity at the conference.

Select

Chaperone

\$15.00

Select

Student

\$15.00

Selected

Student Ambassador

Free

Select

Co-Advisor

\$15.00

Select

Hit **NEXT** to continue...

The next page there is another reminder of the permission slip and where you will select the competitions if your student will be competing. If they are not competing, the first line says, **“NOT COMPETING – just here for the sessions.”** Please check that box.

## 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
- Children's Literature Pre-K - Spanish
- Creative Lecture (TED Talk)
- Educators Rising Leadership Award (Varsity only)
- Educators Rising Moment
- Educators Rising Moment - Spanish
- Ethical Dilemma (TEAM)
- Exploring Careers in Administration Careers
- Exploring Careers in Non-Core Subject Teaching Careers
- Exploring Support Services Careers
- Impromptu Speaking
- Inside our Schools Presentation (TEAM)
- Inside our Schools Presentation (TEAM) - Spanish
- Job Interview

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

- Public Speaking
- Researching Learning Challenges (TEAM)
- Interactive Bulletin Board - Elementary (Individual or DUAL)
- Interactive Bulletin Board - Middle/High (Individual or DUAL)
- 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.

At the bottom of this page are the **Additional Items** to purchase a T-shirt or to pay the competitive events fee for the student.

## Additional Items

Select the quantity of items you'd like to purchase.

<b>Registration Fee for Competing in a Competitive Event</b>	<b>\$5.00</b> each
	<input type="button" value="Select"/>
<b>Educators Rising 2025 Summit T-shirt</b>	<b>\$10.00</b> each
	<input type="button" value="Select"/>

If you are buying a T-shirt, what size do you want for the T-shirt?


- Small
- Medium
- Large
- XL - Extra Large
- 2XL
- 3XL


Here is the design of the T-shirt available:

Hit **NEXT** to continue...

The next page is where you will add the student's choices for their breakout sessions, here is just another snippet of the breakout sessions with the SELECT button.


10:50 AM-11:30 AM **What Hats Do You Wear?** **Select**

 Kaelee Heideman

 Heidi Olsen

Participants will talk about the different parts of their identities that will set them up for success in their future careers. What hats do you already wear that connect to your goals? What experiences would you like to add to the great work you are already doing to help prepare you for your next steps? During this hands-on session you will practice origami as we answer these questions together!

10:50 AM-11:30 AM **Media for A New Era: The Series Bringing Wisconsin History to Life for Learners Today** **Select**

 Mia Forslund

Hit **NEXT** to continue...

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.

# Registration Summary

Take a moment to review your registration before continuing.

**Becky Bachman**

bachmanb@weac.org

[Edit](#)



[Edit](#)

[Remove](#)



**Leah Luke**

[Edit](#)

[Remove](#)



**Jason Mathews**

[Edit](#)

[Remove](#)



Source ID (from Excel spreadsheet sent to Advisors for each school)

2025Test3

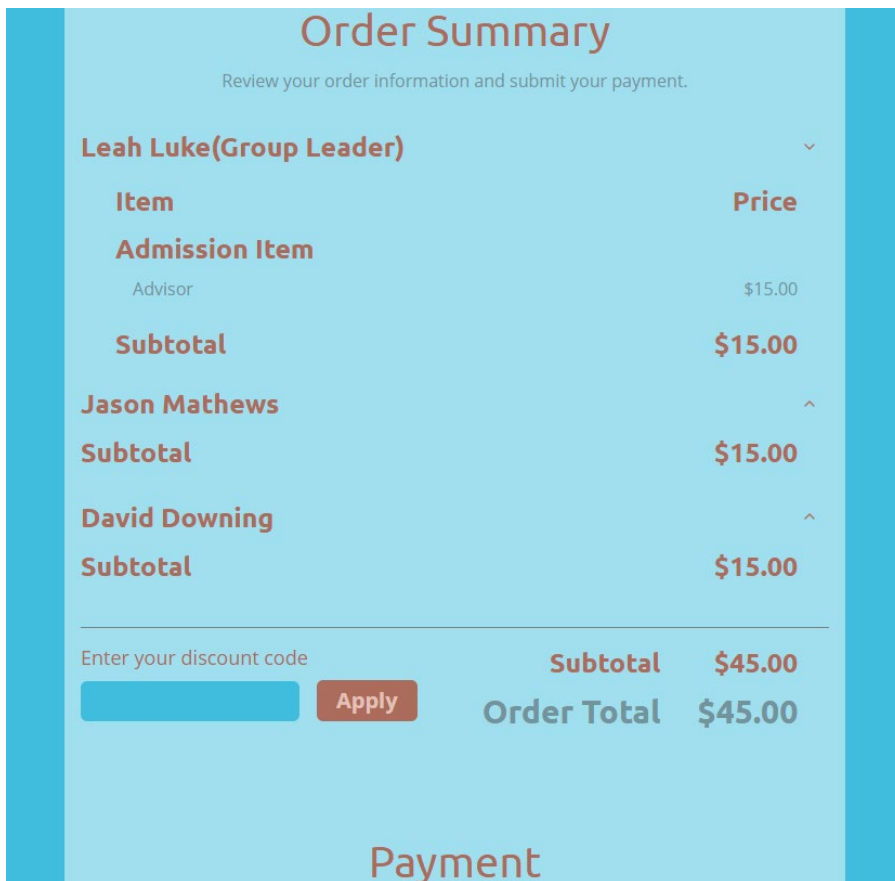
If you made any mistakes or need to edit, there is a link below each persons name where you can go back into their record and update or remove them from this page.

**Leah Luke**

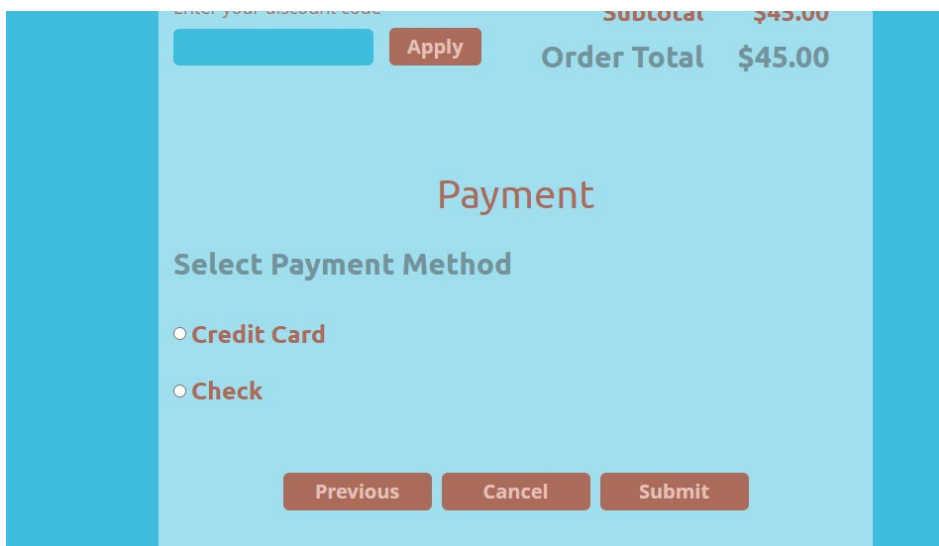
[Edit](#)

[Remove](#)

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.



We are offering credit card payment or check payment. This will total all of the costs for your chapter. If you need a receipt, please contact [bachmanb@weac.org](mailto:bachmanb@weac.org)



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

If you select Credit Card, it will open 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.

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

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. That is why I recommend sending in all your student's names right from the start so they will all be in this system.

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) . I am happy to help because I know it is a long, convoluted registration process.