

As the Advisor registered with your Educators Rising Chapter, we are sending you the information that you will need to sign up your students for the **2025 Wisconsin Educators Rising Conference & Competitions** that will be held at **UW Stevens Point on Friday, March 7**. We have moved the Conference to Friday to see if that helps with attendance versus during the middle of the week plus space was freed up at UW Stevens Point.

NOTE: It is a **requirement** of the conference that attendees be **OFFICIAL paid members** of National Educators Rising. The national dues are \$15, and you register here: <https://educatorsrising.org/join-1/> These dues need to be paid by February 1 to the national organization. Wisconsin does not have state dues, but the conference registration will be \$15.00 to attend. We will be cross referencing the national membership list with the state registrations.

Attached:

Agenda (to show the schedule of the day)

Directions on how to register your chapter on the Cvent registration site

Grid of Sessions

Session Descriptions (for your students to decide which breakout sessions that they want to attend)

Source Code spreadsheet for your local chapter (since we cannot collect last names or email addresses of students, we must give them a unique identifier to register them)

Assumption of Risk waiver that needs to be filled out for every student

There is a two-step process again for registering this year. The first step is to fill in the Source Code spreadsheet and send it back to bachmanb@weac.org. You really need to fill in Column A only with the first name. Once your chapter information is entered into our system, Becky Bachman will send you an email telling you that you can now go onto the link to register your chapter. Your people need to be registered with the exact name that was entered from the spreadsheet, their first name, the school's name as their last name and the source code associated to the student in lieu of an email address. If you have two students with the same first name, please differentiate with the first initial of their last name as part of the first name. (i.e., Becky A and Becky B). You might want to just enter in every student in your chapter just to get them into the system from the beginning. It will not matter if they do not attend but at least they will be in the system in case you wanted to add people later.

You will be able to pay your registration fee by credit card or by check on the Cvent registration site. There is a \$15 registration fee to attend. This year there is an additional \$5.00 charge for a student to compete in a competition. This is to cover the additional costs of the competitive events. We also have a conference T-shirt available for purchase for \$10.00 this year. The T-shirts are pre-order only and your order must be placed by February 10. There will be **no** T-shirts available for purchase at the conference. You will also be able to go back in to modify your registrations to add/cancel a student at any time from your confirmation email. If you do not receive a confirmation email after you register on the Cvent site, please contact me so I can see what went wrong. You should get that confirmation email sent to your advisor email address within minutes of registering.

Please make sure to **register by February 10** and here is the link to register: <https://cvent.me/3YENP7>

Remember that your students **need to be a dues paid member to the National Educators Rising Association** to attend the conference this year. We will be cross checking the national membership list against the conference registrations.

If at any time you have any questions, please contact me at bachmanb@weac.org and I will be happy to help.