Registration Guide

This document provides a step-by-step overview of the registration process.

<u>Please Note:</u> If you want to register yourself and an accompanying person on a seperate credit cards, then register yourself first, using one credit card and finish the process. Then log back into the system, choose the add-on option, and pay for accompanying persons registration using another card.

<u>Please Note:</u> If you are an attendee who has their registration subsidized, please proceed with the registration process until you reach the "Review and Pay" page. You will be asked to enter your promo code then for the waiver of registration fee.

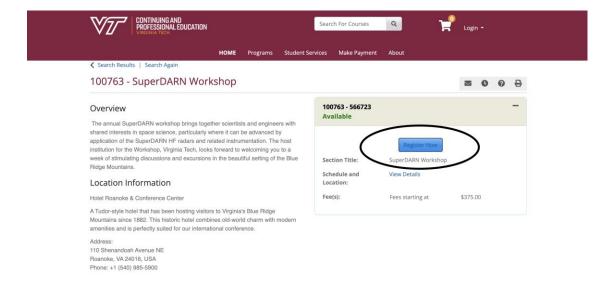
If you have any concerns or questions, please reach out to the Workshop Organizing Committee at sd-2025-g@vt.edu

Please refer to the payments guide if you are an international attendee - https://register.cpe.vt.edu/upload/HowTo-InternationalPayments.pdf

After you click the "Register Here" button on the Workshop website, you'll be redirected to the landing page of the registration website. The registration and payment process is handled by the Continuing and Professional Education department at Virginia Tech.

1. Landing Page

Please click the "Register Now" button on the right side of the webpage to begin the process.



2. Register/Login Page

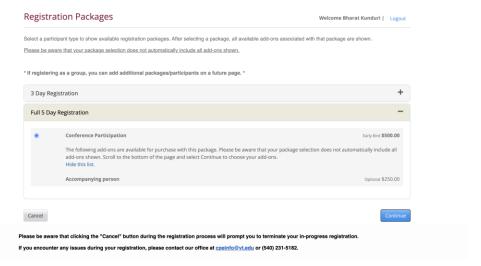
After you click "Register Now", you will be redirected to a Register/Login page. If you did not create an account before, please proceed as a "New User" and enter your details. Please pick a username that is different from your email. Click the "Register" button. If you are returning user (e.g., already have an account and are modifying your existing registration) please enter your username and password and click the "Login" button.

Please choose the "Register myself or manage my registration" option unless you are registering on behalf of a group or someone else.

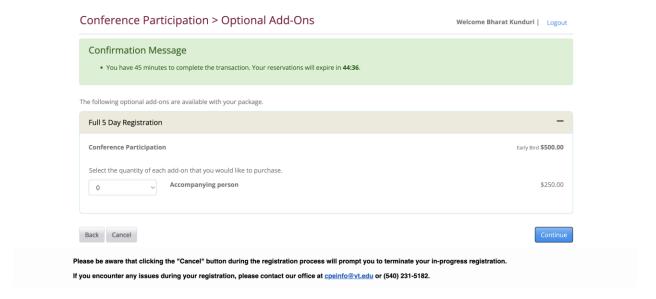
I have an account already	New User?
Login as an existing Virginia Tech Continuing and Professional Education user:	Continue as a new user:
User Name: Forgot User Name	First Name:
bharatkunduri	
Password: Forgot Password	Last Name:
Register myself or manage my registration	Email Address:
I am registering one or more people	
Login	Choose User Name (Min 3, Max 24 Characters; Any alphanumeric character: A-Z a-z 0-9 or -):
	Register myself
	O I am registering one or more people
	Register

3. Registration Packages

You will now be redirected to the registration packages page where you can choose either a full 5-day registration or a 3-day registration.



You can then choose to add an accompanying person in the next page after clicking continue.

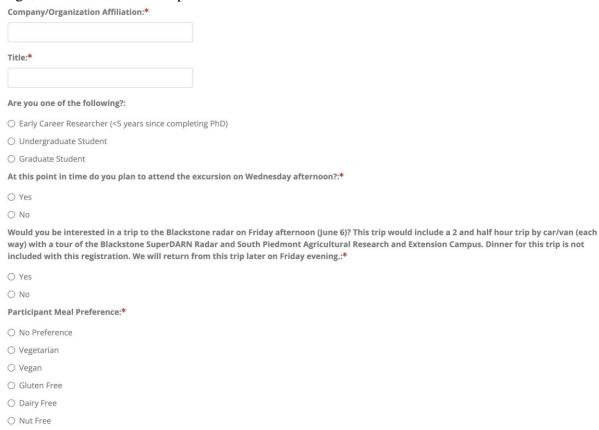


4. Additional Information

In the next page you will be asked to agree to the code of conduct.



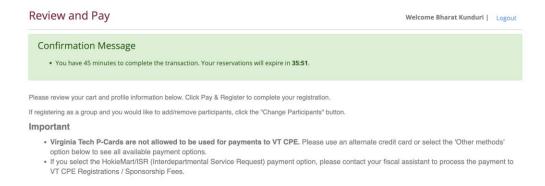
You will also be asked to enter some additional details regarding your affiliation, career stage, excursions, and meal preferences.



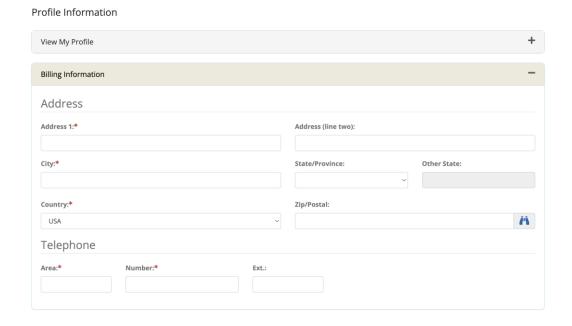
5. Review and Pay

O Other

In this page, you will be asked to enter payment information and finalize your registration. Please disregard messages about Virginia Tech P-Cards, HokieMart, and ISR (Interdepartmental Service Request) payment options. These apply only to Virginia Tech faculty paying through the department.



Please enter your billing information next



At this point, you can enter any promo code you have been provided by the organizing committee. Also note that you will most likely be checking the "Pay online by credit card" option or the "International Payment" option. If you want to pay via e-check please click the "Other Payment Methods: (eCheck, HokieMart, etc.)" option. HokieMart is not expected to be a common payment method and only applies to Virginia Tech faculty.

Payments	
Promo Code	
Enter Promo Code:	
	Apply
Select Payment Method:*	
To secure your registration immediately, choose 'Pay online by credit card.'	
IMPORTANT:	
 Online group registrations (if applicable) as well as registrations on behalf of someone use can only be completed when paying via credit card. If you wish a group or register on behalf of someone else using a different payment method, please email cpeinfo@vt.edu or contact 540-231-5182. Virginia Tech P-Cards are not allowed to be used for payments to VT CPE. Please use an alternate credit card or select the 'Other methods' option be all available payment options. If you select the HokieMart/ISR (Interdepartmental Service Request) payment option, please contact your fiscal assistant to process the payment to VT CP Registrations / Sponsorship Fees. 	low to see
Pay online by credit card. NOTE: Ensure that your browser does not block third-party cookies. O International Payment	
Other Payment Methods: (eCheck, HokieMart, etc.)	
After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely. • Virginia Tech P-Cards are not allowed to be used for payments to VT CPE. Please use an alternate credit card or select the 'Other methods' option be all available payments or income.	elow to see

Once your payment is processed, you will view a page with a *Transaction Receipt*. This can be printed for your records. In addition, you will receive to your email address these documents from Virginia Tech Continuing and Professional Education (CPE) and the Bursar's office, with the order of arrival indicated as 1, 2, 3:

3 - SuperDARN Workshop - 566723 Email receipt (CPE)

(receipt in body of email and as an attachment)

- 2 Receipt Notification (Bursar's office)
- 1 SuperDARN Workshop 566723 Registration Confirmation (CPE)

That's it!

If you should need to go back and revise your registration, re-enter the registration portal and login using your existing account information.