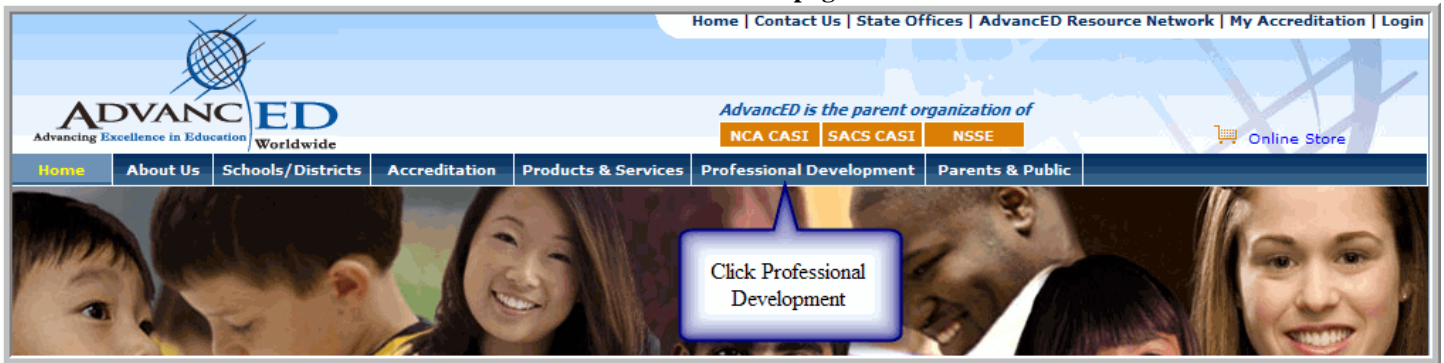




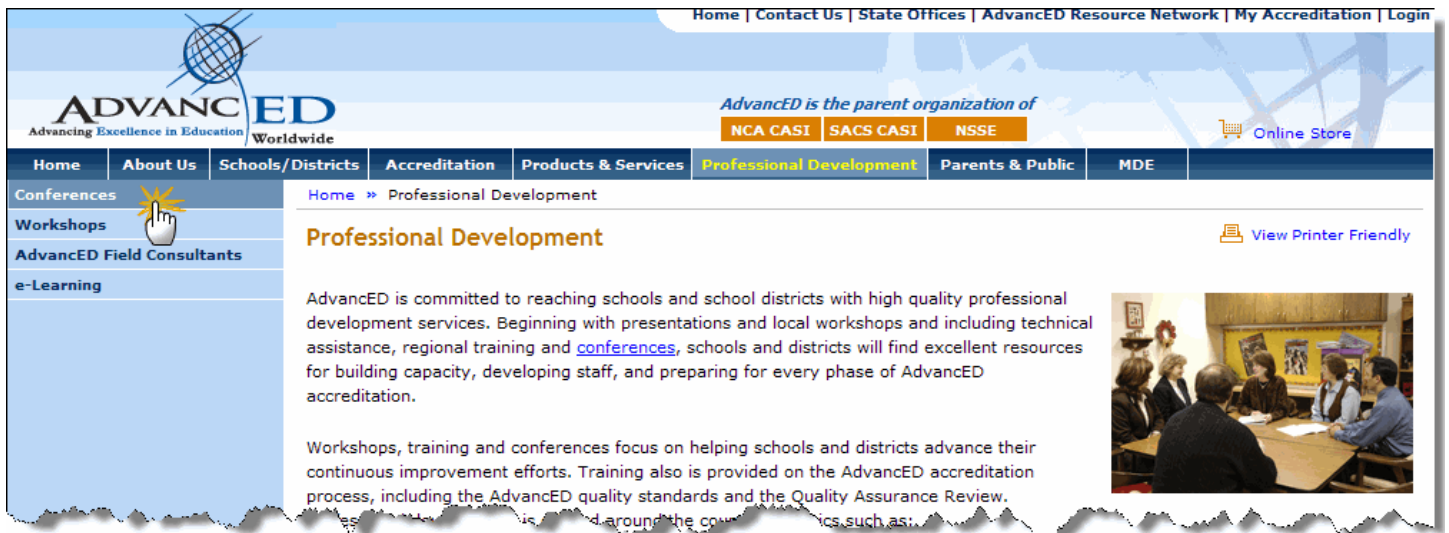
## Registering for Events on the AdvancED Website

1. To register for events on the AdvancED website, go to [www.advanc-ed.org](http://www.advanc-ed.org) and click the **Professional Development** link.

### AdvancED Homepage



2. The **Professional Development** page will display. Click the **Conferences** link from the left menu.



3. A list of events will display the title, event dates, and description of the event. Locate the event you wish to register for and click the **Register now** link.

Home » Professional Development » Conferences

## Conferences View Printer Friendly

### 2007 SACS CASI Annual Conference Maximizing Student Success December 8-10, Orlando, FL

The 2007 SACS CASI Annual Conference, *Maximizing Student Success*, offers a unique and powerful learning and networking opportunity for school and school system leaders who are dedicated to helping students succeed. Join your peers in attending more than 70 quality professional development programs designed to support educational leaders who are committed to helping their schools and school systems continuously improve. Don't miss the expertise shared in the *Trends and Issues* sessions on:

- Leadership for Success
- Quality Program Design
- Continuous Improvement and Components

▶ [Register now](#)

▶ For more information, please visit <http://www.sacscasi.org/events>.

Click link to begin registration process.

4. The **Workshop Details** page will display more detailed information about the event, including the event title, description, prerequisites (if any), and registration open and close dates, as well as the beginning and ending dates for the event you selected. Support contact name, phone number, and e-mail address is also listed if you have questions about the event.

## Workshop Details

If you have any questions about this workshop, please contact the **Support Contact** at the phone number or e-mail address listed below.

Workshop Information			
Title	2007 SACS CASI Annual Conference	Status	Open
Description	The 2007 SACS CASI Annual Conference, <i>Maximizing Student Success</i> , will bring together over 1000 school leaders dedicated to improving student learning through accreditation and continuous improvement.		
Prerequisites			
Registration Open Date	08/11/2007	Registration Close Date	11/16/2007
Begin Date	12/08/2007	End Date	12/10/2007
Support Contact Name	Jamie Brown	Support Contact Phone	404-679-4500
Support Contact E-mail	jbrown@advanc-ed.org		

If questions, support contact information is listed here.

5. Scroll down to the **Location** section to view event location details. Detailed information about fees and materials is available by clicking **View Details**.
6. Select the event from the list and click **Register** to register for the selected event. If you have not yet logged in to the AdvancED website, you will be prompted to do so before continuing.

**Location**

Venue	Georgia Dome	Phone	404-993-3881 x1234
Address 1	123 Dome Way	City	Atlanta
Address 2	Suite 300	State/Province	Georgia
Address 3	Room C	Country	United States
		Postal Code	30318

**Programs**

	Program Title	Remaining Capacity	Begin Date Begin Time	End Date End Time	In Network Fee	Out of Network Fee	In Network Materials Fee	Out of Network Materials Fee
<input checked="" type="radio"/>	2007 SACS CASI Annual Conference (required)	1191	12/08/2007 4:00 pm	12/10/2007 3:30 pm	350.00	350.00	0.00	0.00
<input type="radio"/>	Masterful Facilitation of Great Meetings (general conference registration required)	123	12/08/2007 8:00 am	12/08/2007 3:00 pm	150.00	150.00	0.00	0.00
<input type="radio"/>	A Comprehensive Balanced Assessment System (general conference registration required)	124	12/08/2007 8:00 am	12/08/2007 3:00 pm	150.00	150.00	0.00	0.00
<input type="radio"/>	New Paradigms for Teacher Evaluation (general conference registration required)	124	12/08/2007 8:00 am	12/08/2007 3:00 pm	150.00	150.00	0.00	0.00

[View Details](#)

[Register](#)

7. The **Register for Workshop** screen will display. Select a workshop program from the list and indicate if you want materials included by clicking the checkbox.

**Register for Workshop**

**Workshop Information**

Title	2007 SACS CASI Annual Conference	Description	The 2007 SACS CASI Annual Conference, Maximizing Student Success, will bring together over 1000 school leaders dedicated to improving student learning through accreditation and continuous improvement. This three-day conference, beginning with pre-conference workshops on the 8th and concluding with afternoon sessions on the 10th, will offer more than 70 professional development opportunities for attendees.
Begin Date	12/08/2007		
End Date	12/10/2007		

**Choose Workshop Programs**

	Program Title	Capacity	Begin Date Begin Time	End Date End Time	In Network Fee	Out of Network Fee	In Network Materials Fee	Out of Network Materials Fee	Include Materials?
<input checked="" type="checkbox"/>	2007 SACS CASI Annual Conference (required)	1194/1200	12/08/2007 4:00 pm	12/10/2007 3:30 pm	350.00	350.00	0.00	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Masterful Facilitation								<input type="checkbox"/>

8. Preview your personal information in the **Participants** section and if changes are needed, click the **Edit Profile** button. Make the necessary changes to your profile and click **Save**.
9. Using the checkboxes,
  - Specify if you are affiliated with an AdvancED school or district.
  - Indicate whether you are registering yourself and/or registering others.

**Participants**

I am with an AdvancED school or district (In-Network Fees Apply)

I am registering myself

Title  Address 1

First Name  Address 2

Last Name  Address 3

Preferred First Name  City

E-mail  State

Phone Number  Postal Code

Country

I am registering others

[Edit Profile](#)

Click to make corrections to your personal information.

10. If you indicated that you are registering others:
  - Indicate whether the participant is affiliated with an AdvancED school or district or if the participant is with another organization.
  - Complete the required information for each person you are registering, then click the **Add** button.

**Participants**

I am with an AdvancED school or district (In-Network Fees Apply)

I am registering myself

I am registering others

First Name	Last Name	Organization	E-mail	Phone

The participant is with an AdvancED school or district     The participant is with another organization

First Name \*  Last Name \*  E-mail \*  Phone \*

Country \*  State/Province \*  District \*  School

[Add](#) [Save](#) [Cancel](#)

Asterisk (\*) indicates the designated field is required.

Complete required information for each participant then click Add.

As participants are added, they are displayed in a list. You may edit information or participants or delete them entirely by selecting the participant from the list and clicking the respective **Edit** or **Delete** buttons.

**Participants**

I am with an AdvancED school or district (In-Network Fees Apply)  
 I am registering myself  
 I am registering others

First Name	Last Name	Organization	E-mail	Phone
<input checked="" type="radio"/> John	Smith	North Atlanta High School	jsmith@demo.com	480-000-0000
<input type="radio"/> Sally	Brown	North Atlanta High School	sbrown@demo.com	800-000-0000

Use Edit to change information or Delete to remove participants from list.

The participant is with an AdvancED school or district   
  The participant is with another organization

First Name \*    Last Name \*    E-mail \*    Phone \*      
           


Country \*    State/Province \*    District \*    School      
               

Asterisk (\*) indicates the designated field is required.


11. If you have a discount code or comp code, enter it in the **Fee Information** section. Click **Re-Calculate Fee** to re-calculate with the discount or comp code. When finished, click **Check Out**.

**Fee Information**

Workshop Fee (USD)	<input type="text" value="1,050.00"/>	Discount Code if available	<input type="text"/>
Materials Fee (USD)	<input type="text" value="0.00"/>	Comp Code if available	<input type="text"/>
Total Registration Fee (USD)	<input type="text" value="1,050.00"/>		



Enter discount code or comp code if available.

Then click **Check Out** 

12. The **Registration Payment Screen** will display. Select the appropriate payment type option.

**Registration Payment Screen**

Payment Type

Credit Card       Purchase Order       Check

Select Payment Type

13. Complete the appropriate billing and payment information based on the payment type, then click **Continue**.

**Billing Information**

Asterisk (\*) indicates the designated field is required.

Workshop Title      2007 SACS CASI Annual Conference  
**Total Amount Due**      **\$700.00 USD**

First Name \*        
As displayed on card

Last Name \*        
As displayed on card

Card Owner Address 1 \*     

Card Owner Address 2     

Card Owner Address 3     

Card Owner City \*     

Card Owner State/Province \*     

Card Owner Postal Code \*             Postal Code not applicable

Card Owner Country     

**Card Information**

Type of Card \*     

Card Number \*     

Security Code \*       ?

Expiration Date \*      Month  Year

Continue      Cancel

Complete the required billing and card information.


**Note:** If you are paying by *purchase order* or *check*, seats will not be confirmed until receipt of full payment with a printed copy of the Registration Confirmation.

**Purchase Order**

Asterisk (\*) indicates the designated field is required.

Workshop Title      2007 SACS CASI Annual Conference  
**Total Amount Due**      **\$700.00 USD**

Purchase Order Number \*

 **Seats will not be confirmed until receipt of full payment with a printed copy of the Registration Confirmation.**


**Check**

Asterisk (\*) indicates the designated field is required.

Workshop Title      2007 SACS CASI Annual Conference  
**Total Amount Due**      **\$700.00 USD**

Payer Name \*

Check Number \*


 **Seats will not be confirmed until receipt of full payment with a printed copy of the Registration Confirmation.**

14. The **Registration Payment Summary** page will display payment information. Review the information and if changes are needed, click **Edit Payment Information** or **Edit Registration Information** to make changes. When you are satisfied, click **Submit Payment**.

**Registration Payment Summary**

**Payment Summary**


Please review your registration information below before submitting for payment.

Payment Information		Registration Information		
 <b>Seats will not be confirmed until receipt of full payment with a printed copy of the Registration Confirmation.</b>				
<b>Workshop Title</b>	2007 SACS CASI Annual Conference			
<b>Purchase Order No.</b>	123456			
<b>Total Amount</b>	<b>\$700.00 USD</b>			
		<b>Program Title</b>	<b>Fee</b>	<b>Materials Fee</b>
		2007 SACS CASI Annual Conference (required)	\$350.00	\$0.00
		<b>Subtotal:</b>	\$700.00	
		<b>Total Registration Fee:</b>	\$700.00	

15. A **Registration Confirmation** will display. To print a copy of the confirmation for your records, click the **View Printer Friendly** button, then click **OK**.

### Registration Confirmation

Please print a copy of this page for your records. You and any other participants you registered will also be sent an e-mail confirmation. If you're sending in a Purchase Order or Check as your payment, please print this page and include it with your payment.

 **Seats will not be confirmed until receipt of full payment with a printed copy of the Registration Confirmation.**

[View Printer Friendly](#)

[Print Confirmation](#)

#### Workshop Information

Title: 2007 SACS CASI Annual Conference

Begin Date: 12/08/2007      End Date: 12/10/2007

City: Atlanta      State/Province: Georgia      Country: United States

#### Program Information

**Title: 2007 SACS CASI Annual Conference (required)**

Begin Date/Begin Time: 12/08/2007 4:00 pm  
 End Date/End Time: 12/10/2007 3:30 pm

#### Participant Information

Last Name	First Name	Organization	E-mail	Phone
Smith	John	North Atlanta High School	jsmith@demo.com	800-000-0000
Brown	Sally	North Atlanta High School	sbrown@demo.com	800-000-0000

#### Payment Information

Payment Method: Purchase Order      Payment Amount: \$700.00

Purchase Order Number: 123456      Confirmation Code: 20070822151457925

**Please make Check/Purchase Order payable to AdvancED.**

**Mailing Address**

Conference/Workshop Coordinator  
 AdvancED  
 1866 Southern Lane  
 Decatur, GA 30033

**Contact Information**

404.679.4501 ext 572  
 800.248.7701 ext 572  
 conferencecoordinator@advanc-ed.org

[Ok](#)