

Registering for a Conference Event

To register for a Conference Event in the Ohio Professional Registry (OPR), first sign in to your Ohio Professional Registry (OPR) profile. If you do not already have an OPR profile, and need assistance with creating one, view our [Create OPR Profile Resources](#) webpage for additional details. Do not create duplicate profiles.

Find the Conference Event in the Professional Development Search

1. Sign into your Ohio Professional Registry (OPR) profile and select the Find Training button to enter into the Professional Development Search.

The screenshot displays the Ohio Professional Registry user interface. On the left is a dark blue navigation sidebar with the following items: Demo Profile (OPIN: 1141-0432), Shopping Cart, Notifications (highlighted in green with a red '3' badge), Account, Applications, Credentials, Education, Employment, Professional Development, Reports, Organizations, and Training Search (highlighted with a red border). The main content area on the right is titled 'Notifications' and states 'You've got 3 notifications to check.' Below this is a search bar and a list of notification cards. The first three cards are red and contain the text: 'Background check request #367151 was posted successfully', 'Background check request #367150 was posted successfully', and 'New Background Check Request May Be Required' (dated 2023-08-25 02:...). The fourth card is white and contains the text: 'Director Access Assigned' (dated 2023-08-29 10:43:15 AM).

- Enter the Conference Title, keywords, or ST number into the Search box and hit enter to filter results. You may also use the filters on the left to narrow down your results or select Conference in the PD Event Formats.

Professional Development Events

<p>Filter</p> <p>Clear All</p> <p><input type="checkbox"/> No Fee</p> <p>Approval Type</p> <p><input type="checkbox"/> Ohio Approved</p> <p>Event Date Range</p> <p>Start <input type="text"/> - End <input type="text"/></p> <p>Group Related to Content</p> <p><input type="checkbox"/> Families/Guardians</p> <p><input type="checkbox"/> Family Child Care</p> <p><input type="checkbox"/> Foster/Surrogate Parents</p> <p><input type="checkbox"/> Homelessness</p> <p><input type="checkbox"/> Infants (birth to 18 months)</p> <p><input type="checkbox"/> Instructors/TA Specialists</p> <p><input type="checkbox"/> Preschoolers (3 years to 5 years)</p> <p><input type="checkbox"/> Program Administrator</p> <p><input type="checkbox"/> Schoolagers (5 years to 18 years)</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>24 Mar 2023 8:00 am</p> <p>conference test 3/17</p> <p>Online</p> <p>Contact Hours: 0.00 Non-OA</p> <hr/> <p>\$200 <input type="checkbox"/> Conference</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>31 Mar 2023 9:00 am</p> <p>Conference created by Shawwna</p> <p>Online</p> <p>Contact Hours: 0.00 Non-OA</p> <hr/> <p>\$45 <input type="checkbox"/> Conference</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Available Now Through 30 Jun 2023</p> <p>Parent-Teacher Conferences</p> <p>Online, Online Online (Not in Ohio)</p> <p>Contact Hours: 1.00 OA-L1</p> <hr/> <p>\$14 <input type="checkbox"/> Online without Date/Time</p> </div>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>01 May 2023 8:30 am</p> <p>A Gathering of Minds</p> <p>Online</p> <p>Contact Hours: 0.00 Non-OA</p> <hr/> <p>\$60 <input type="checkbox"/> Conference</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>21 Apr 2023 12:30 pm</p> <p>The Learning Day</p> <p>Online</p> <p>Contact Hours: 0.00 Non-OA</p> <hr/> <p>\$25 <input type="checkbox"/> Conference</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Available Now Through 30 Jun 2023</p> <p>Creating Intentional Parent Meetings</p> <p>Online</p> <p>Contact Hours: 2.50 OA-L3</p> <hr/> <p>\$30 <input type="checkbox"/> Online without Date/Time</p> </div>		


PD Event Format

- Conference
- Face to Face
- Hybrid
- Online with Date/Time
- Online without Date/Time
- Series

Registering for the Conference Event

3. Click the title of the Conference you want to register for. Review the Conference Event Details and when you are ready to register for the Conference, hit the Register for Conference button to proceed.

EVENT DETAILS PAGE

 Close Page

conference test 3/17

AT137471 -- ST10130109

Event Description

testing module

This is where logistics about the event will be listed.

Conference Sponsor: Action for Children
Max Capacity: 100
Venue Name: occrra **Conference Sponsor Name**
Venue Address: 2469 SWIZER ROAD
Conference Contact: Venue Name
Contact email: Venue Address
Additional Information: Conference Contact Name
testing coupon Contact@event.com

Park in Garage A, Fee is \$35. Registration begins at 8AM.

▼ 24 Mar, 2023 *(Click to expand)*

Begin the Registration Process

Payment Details on next page

Non-Refundable

[+ Register for Conference](#)

4. Complete the requested items on the Payment Options page. This information will vary depending on the options available from the Training Organization who is hosting the Conference. Depending on the selections you choose, the cost will vary, if one is applicable.
 - a. If you are paying with a Purchase Order, select Yes in the drop-down menu and complete the fields requested. You will not be directed to a payment processor.

Payment Options

Full day registration \$200

Pay With a Purchase Order

Yes

Who can we expect the PO from?

Organization Name: *	Fiscal Contact Name: *
<input type="text"/>	<input type="text"/>
Purchase Order Number: *	Contact Email Address: *
<input type="text"/>	<input type="text"/>
Contact phone number: *	
<input type="text"/>	

- b. If you are required to register for sessions, you must select at least one session per timeframe before proceeding.

OcCrra RESOURCES 0 - ITEMS CONFERENCE TESTER

Close Page

CONFERENCE TEST 3/17

Payment Options

Full day registration \$200

Pay With a Purchase Order

No

Special accommodation:

Any special accommodations that may be needed should be directed to the Conference Organizer at: Contact@email.com.

Please Select the desired Sessions

Sessions available for Friday March 24th, 2023

Start Time	Sessions
8:00 AM	Please Choose
10:30 AM	Please Choose

5. The Total Registration Cost is displayed at the bottom of the screen. This is populated from the items selected above. If you would like to edit the amount, you will need to adjust your selections above.
6. Select Add to Cart + to proceed with payment.

Please Select the desired Sessions

Sessions available for Friday March 24th, 2023

Start Time	Sessions
8:00 AM	<input type="text" value="Please Choose"/>
10:30 AM	<input type="text" value="Please Choose"/>

SUBMIT REGISTRATION

Total Registration Cost is


\$ 200

Add to Cart +

7. If you have selected to pay with a Purchase Order, you have successfully completed registration for this conference. You will be taken back to your OPR profile and can view details on your Professional Development tab of your profile.

8. Click checkout to proceed to one of two payment options:
 - a. OCCRRA's payment processor is Stripe. Click Checkout to continue and enter your banking information.
 - b. If the Training Organization that is hosting the Conference is using their own payment processor, clicking the Add to Cart button will take you to their website to complete payment and continue registration.

SHOPPING CART

 SHOPPING CART

Your reservation for conference test 3/17 will expire in 14 minutes and 43 seconds

Cart Items + Add Coupon

Show entries Search:

Product Name	Registrant OPIN	Date	Cost	
conference test 3/17	11030518	03/24/2023 4:00 AM	200.00	X Remove

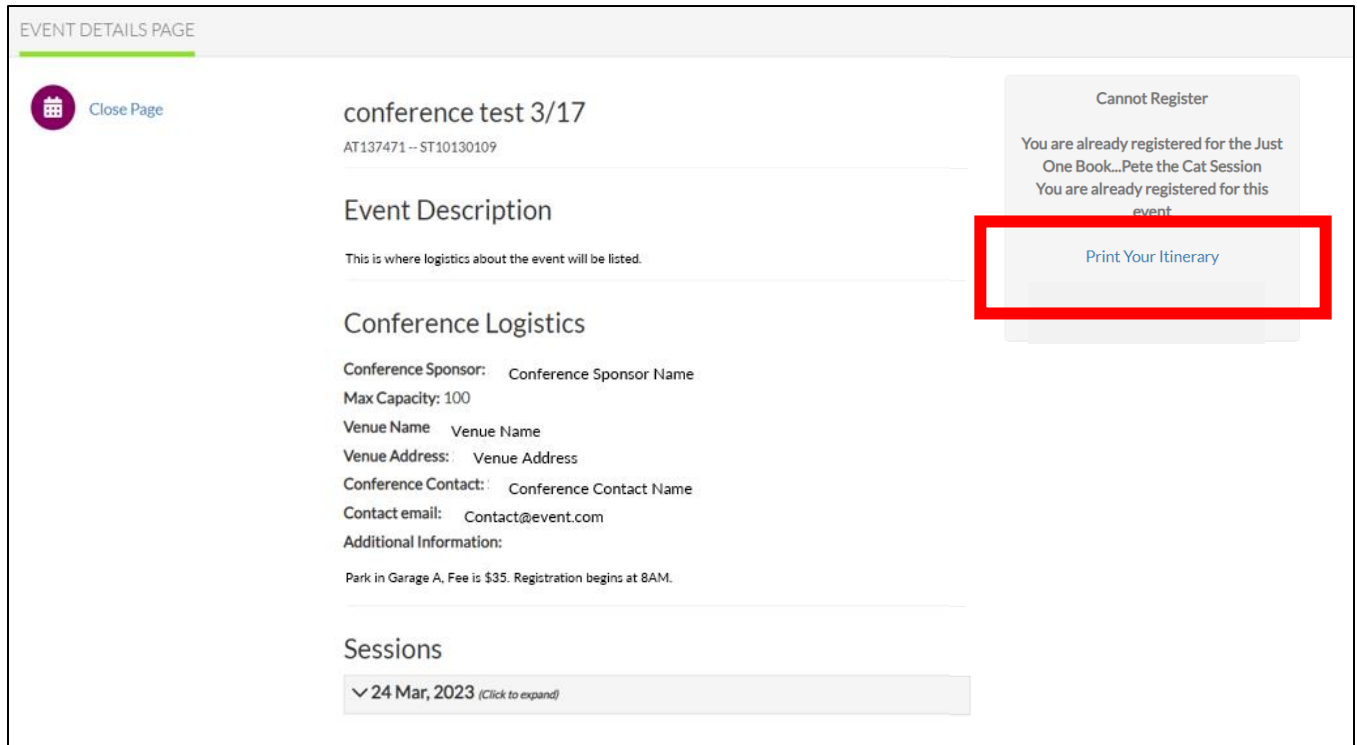
Showing 1 to 1 of 1 entries Previous **1** Next

Total \$200 **Checkout**


stripe

Conference Itinerary

- To print an itinerary of your registered events, conference logistics and venue information, navigate to your Professional Development tab of your OPR profile and click View on the Conference registration. You will see a blue Print Your Itinerary button that will provide you a PDF of the necessary information for the Conference.



EVENT DETAILS PAGE

 Close Page

conference test 3/17

AT137471 --ST10130109

Event Description

This is where logistics about the event will be listed.

Conference Logistics

Conference Sponsor: Conference Sponsor Name
Max Capacity: 100
Venue Name: Venue Name
Venue Address: Venue Address
Conference Contact: Conference Contact Name
Contact email: Contact@event.com
Additional Information:
Park in Garage A, Fee is \$35. Registration begins at 8AM.

Sessions

▼ 24 Mar, 2023 (Click to expand)

Cannot Register

You are already registered for the Just One Book...Pete the Cat Session
You are already registered for this event

[Print Your Itinerary](#)

Cancelling or editing your Conference Event registration

- A user cannot cancel or edit their conference registration or registered session(s). To edit or cancel, please contact the Conference Event Organizer at the contact information provided.