# 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.

2. 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

| Filter | | |
|---|---|---|
| Clear All | | |

conference test    **Search**

| No Fee | | |
|---|---|---|

**Approval Type**
☐ Ohio Approved

| 24 Mar 2023 8:00 am | 31 Mar 2023 9:00 am | Available Now Through 30 Jun 2023 |
|---|---|---|
| conference test 3/17 | Conference created by Shawnna | Parent-Teacher Conferences |
| Online | Online | Online, Online Online (Not in Ohio) |
| Contact Hours: 0.00    Non-OA | Contact Hours: 0.00    Non-OA | Contact Hours: 1.00    OA-L1 |
| $200    ▢ Conference | $45    ▢ Conference | $14    Online without Date/Time |

**Event Date Range**
Start  -  End

**Group Related to Content**
☐ Families/Guardians
☐ Family Child Care
☐ Foster/Surrogate Parents
☐ Homelessness
☐ Infants (birth to 18 months)
☐ Instructors/TA Specialists
☐ Preschoolers (3 years to 5 years)
☐ Program Administrator
☐ Schoolagers (5 years to 18 years)

| 01 May 2023 8:30 am | 21 Apr 2023 12:30 pm | Available Now Through 30 Jun 2023 |
|---|---|---|
| A Gathering of Minds | The Learning Day | Creating Intentional Parent Meetings |
| Online | Online | Online |
| Contact Hours: 0.00    Non-OA | Contact Hours: 0.00    Non-OA | Contact Hours: 2.50    OA-L3 |
| $60    ▢ Conference | $25    ▢ Conference | $30    Online without Date/Time |

**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 Stelzer Road
**Conference C**        Venue Name
**Contact email:** s    Venue Address
**Additional Informatio**  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: ***

**Purchase Order Number: ***

**Contact Email Address: ***

**Contact phone number: ***

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

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 | Please Choose ⌄ |
| 10:30 AM | 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 [10 ▾] entries                                            Search: [        ]

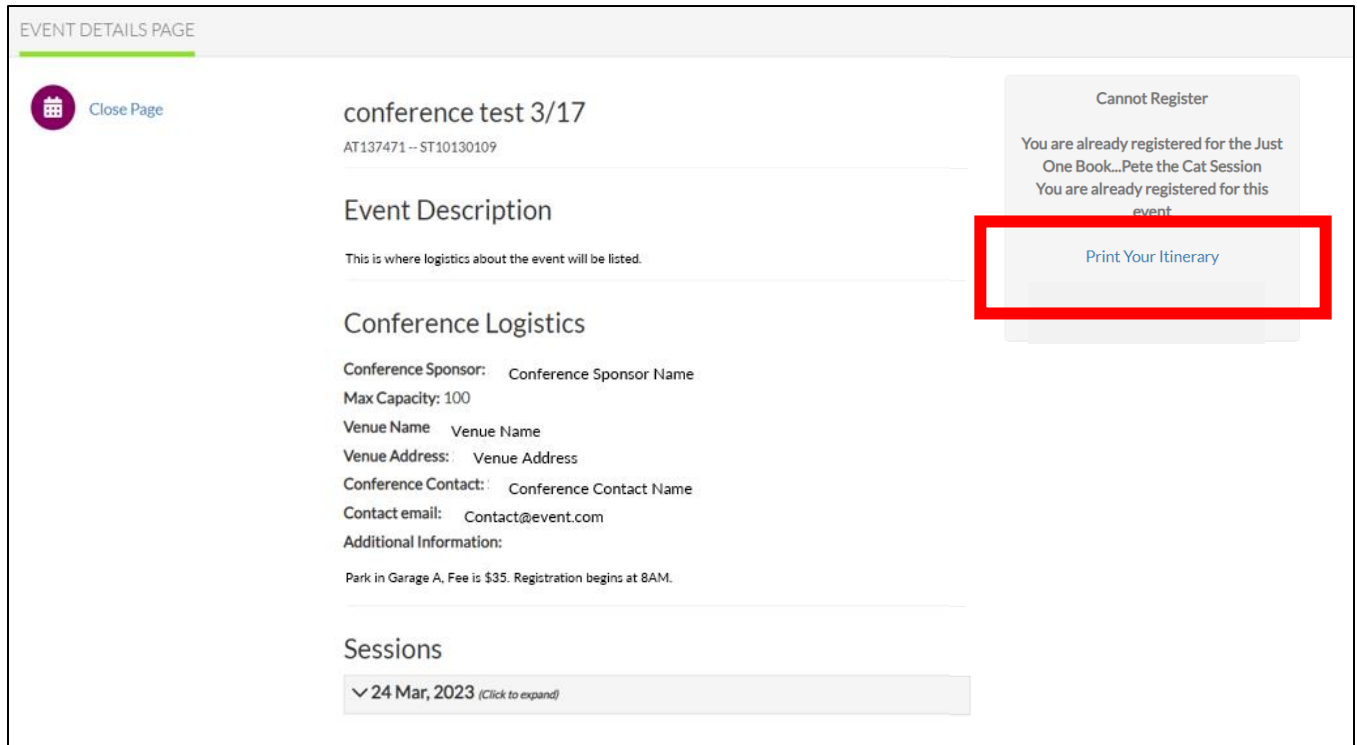| Product Name | Registrant OPIN | Date | Cost | |
|---|---|---|---|---|
| conference test 3/17 | 11030518 | 03/24/2023 4:00 AM | 200.00 | ✕ Remove |

Showing 1 to 1 of 1 entries                              Previous  1  Next

Total $200                    [ Checkout ]

stripe

## Conference Itinerary

9. 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.



## Cancelling or editing your Conference Event registration

10. 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.