



OASPA/OCPA Annual Conference

Ohio's Conference for Student Affairs
January 28, 2010 - January 29, 2010
Worthington, Ohio



Conference Registration Instructions:

Here are the steps for completing a registration:

1. Click on the link to the Registration Form.
2. Follow through the prompts. All questions marked with an asterisk are required.
3. You may fill out as many as nine (9) registrations on one form.*
4. Once you have completed the registration form, you will be directed to the payment screen. You can choose to pay using Paypal directly or by sending a check.

With this form, you will be able to register up to nine (9) people for the conference and make one payment through Paypal or by institutional check. The form will automatically total the purchase, provide prompts for how to direct your payment, and send you an automatic e-mail receipt and confirmation.

Paying with Paypal

A Paypal account is a free and secure payment option that uses either a personal credit card or institutional credit card to make a transaction. A Paypal account can be set up through www.paypal.com. Once a Paypal transaction is complete, the system sends a receipt and confirmation of the transaction immediately. There is no delay in waiting for a check to be cut and a receipt to be returned. Also, Paypal is not only the most secure online transaction it allows OCPA to verify your registration electronically, creating a smoother registration process.

If you choose payment through Paypal, you will be redirected to a secure website to complete the transaction.

Paying with a Check

If you choose payment by check, you will be redirected to payment information and where to send the check. There is an option to view a printer-friendly version of your invoice.

[Upon completion, an email confirmation will be sent to you regarding your registration and payment information.]