# Registration Help Guide

Thanks for your interest in attending the Innovative Schools Summit! If you are registering for someone else or a group, please make sure you have the following information before you start the registration process:

- Attendee name(s)
- Attendee email addresses (the destination for their tickets and info updates concerning the Summit)
- Contact phone number (work/cell)
- Desired ticket type (choose from four categories; groups rates/discounts available)
- Main conference track (register for one conference and attend any co-located conference)
- Desired pre-conference workshops (If applicable, based on the bundle chosen)
- Form of payment to be used (i.e. purchase order, credit card, check by mail)

To register online with a credit card or digital purchase order, visit innovativeschoolssummit.com and click the Register Now button.
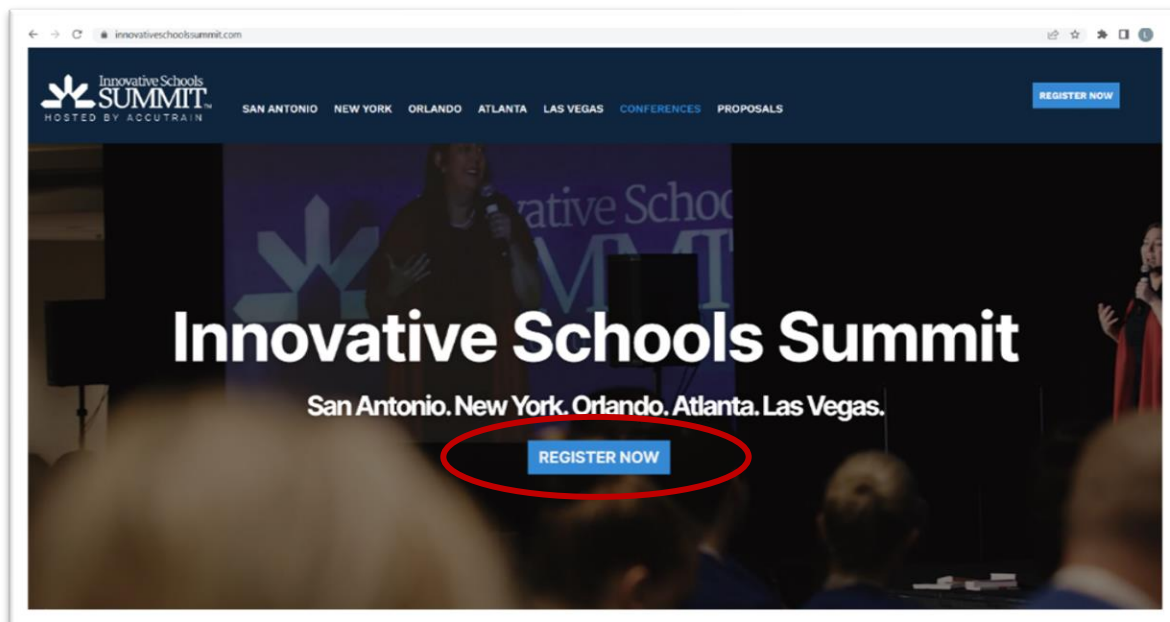
Choose the location of the Summit you wish to attend.
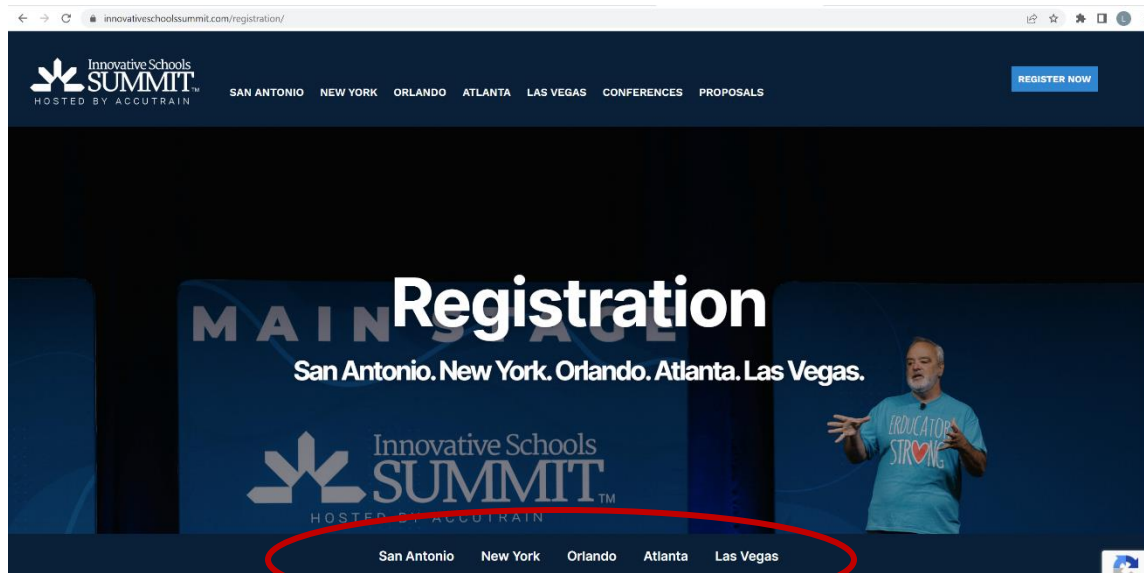
Choose your ticket category aka "Bundle" (four types to choose from) and if paying by credit card, select Register Now. If paying with purchase order, **select Register with Purchase Order.**

- **Summit Super Bundle** – provides access to the first day and a half of pre-conference workshops, and the main conference itself.
- **Summit Bundle** – provides access to one day of pre-conference workshops and the main conference itself.
- **Summit Only** – provides access to the main conference days only
- **Virtual Main Stage Pass** – provides a link granting virtual access to the Main Stage Sessions of Summit via live feed

*** Group discount rates provided for parties of three or more, where all attendees are registered under a single reservation *(i.e. all attendees registered at the same time)*
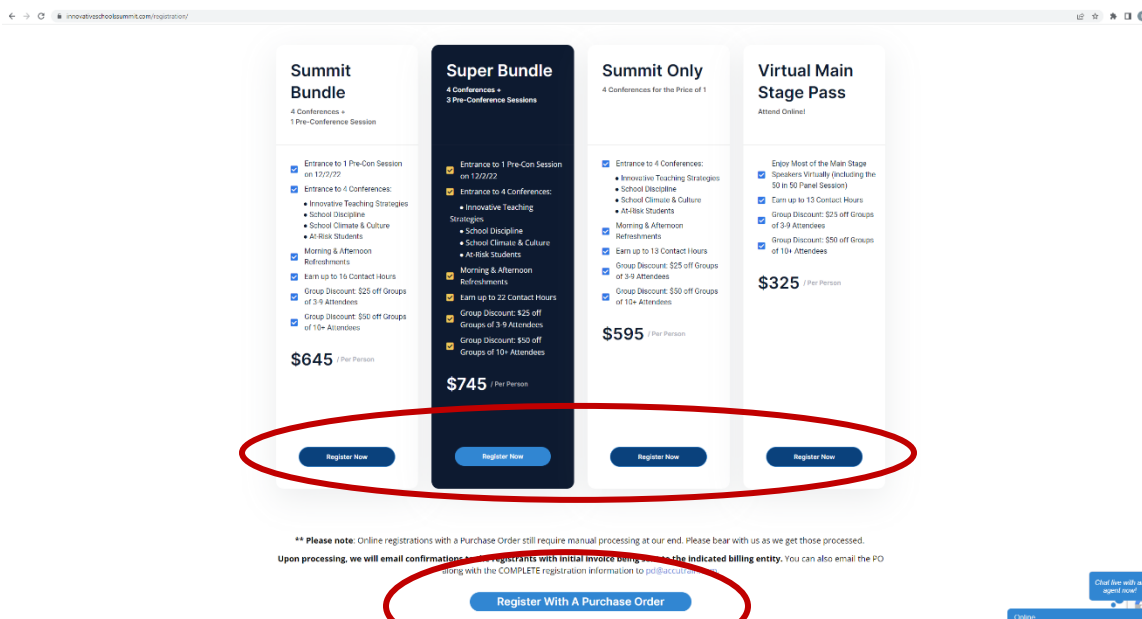
Select "Reserve a spot"

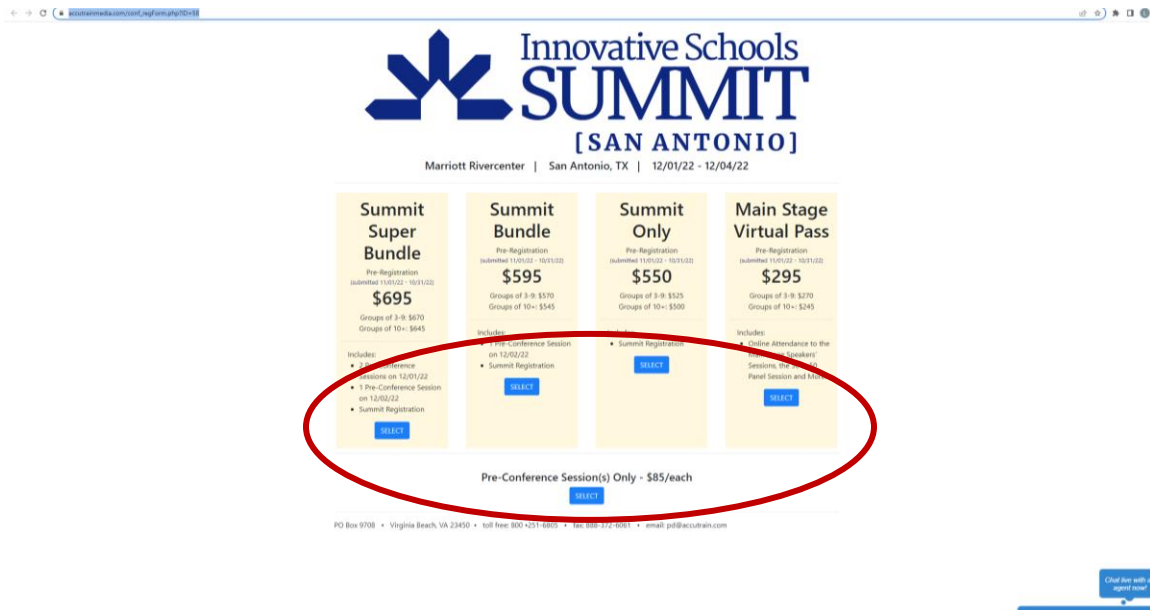**If using a Credit Card, enter in your complete registration information, then select Checkout.**

- **Enter in your charge card information.**
- **Accept Eventbrite terms.**
- **Select Place Order.**
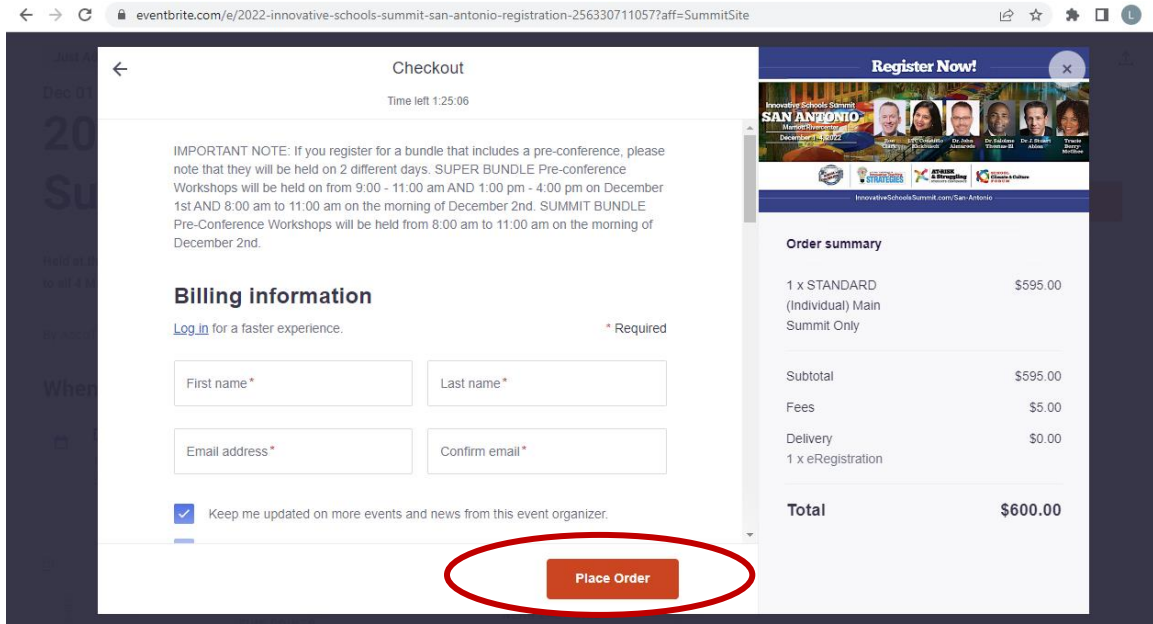
If using a Purchase Order, click on Select.

- Enter in your complete registration information.
- Select Add Another Registrant to add multiple members of a group registration, or select Continue.
- Enter in your purchase order number and upload a copy of the purchase order as a pdf.
- Enter the security code and answer the security question(s).
- Select Submit.