

General Conference Registration Guidelines

- All conference registration is completed under Upcoming Events on www.calaged.org. You must be logged in using your individual login to access conference registration.
- All conference payments and purchase orders can be postmarked, emailed, faxed, or submitted on CalAgEd.org.
 - In order to submit documents on CalAgEd.org, log on to your account, click on “my dashboard,” under “Open Balance Invoice/Orders” there is an option “PO Upload”. Please note, this must be submitted by 5:00pm on the deadline.
- Conference registration *typically* opens online at least 45 days prior to the first conference deadline.
 - Greenhand typically opens in July
 - ALA/MFE typically opens in November
 - State Conference typically opens in December
 - National Convention typically opens in May
 - Change Maker’s Summit typically opens in June
- Your chapter is financially liable for, at a minimum, what you register for online.
- Once you submit registration online for a conference you can’t go back and edit your registration. If you would like to add to your registration, you can place another order.
- To access a PDF of your conference invoice, click on “invoice” on your dashboard under “Open Balance Invoice/Orders”.
- For each conference there are online instructions available that include deadlines and requirements to meet early registration pricing.