

## Registering for Conference: A Guide

Welcome! TNOTA and Aspire OT would like to thank you for your interest in registering for the first ever TNOTA virtual conference. This guide provides helpful tips for a smooth experience. If for any reason you need assistance, please reach out to [info@AspireOT.us](mailto:info@AspireOT.us).

### Conference Basics

Conference is being offered virtually August 22 through 27<sup>th</sup> through either webinars or pre-recorded presentations. You can register for conference by choosing one of four “tracks”. Once you choose and purchase a track, you will be able to access each course within that track. Handouts will be available within each course beginning August 15<sup>th</sup>. The courses will begin at their scheduled time with the link for the presentation available approximately one hour before the scheduled time.

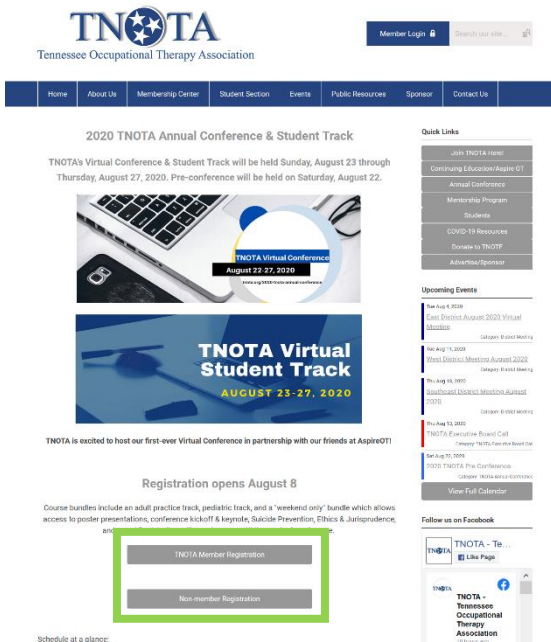
If you miss a live conference session, you will have access to the recording of the presentation to view later if the session is being recorded. The course webpage will indicate if the course is NOT being recorded. The recordings will be available after conference has ended. You will have access to all courses for 8 weeks from the date you registered.

If you are interested in just purchasing an individual course, those will be available for purchasing beginning in October 2020.

Continue on for directions for registering!

## How to Register for Conference

1. Visit [www.TNOTA.org](http://www.TNOTA.org) and navigate to the “2020 TNOTA Annual Conference & Student Track” page.



2. Scroll down and find two grey buttons labeled “TNOTA Member Registration” and “Non-member Registration” See green highlight in image.

3. TNOTA members should click on the “TNOTA Member Registration.” Non-members should choose the other button.

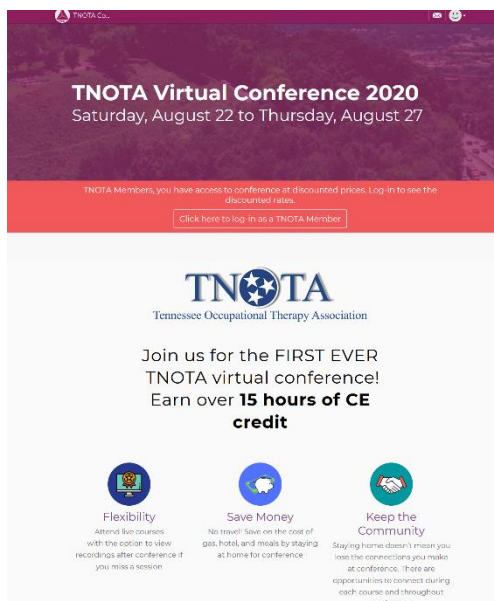
**Members:** You will need to log-in to TNOTA’s website at this time. You will then choose the “TNOTA member 2020 Virtual Conference Access” button. If you are a student members, please choose the “TNOTA Conference Student Track 2020” button instead. This will allow you to register with your member discount.

4. You should now be on the TNOTA Conference Sales page. It will look similar to the picture on the left.

5. Scroll down to view a schedule as well as information on each course including date, time, course description, presenter, and which tracks the course is included in.

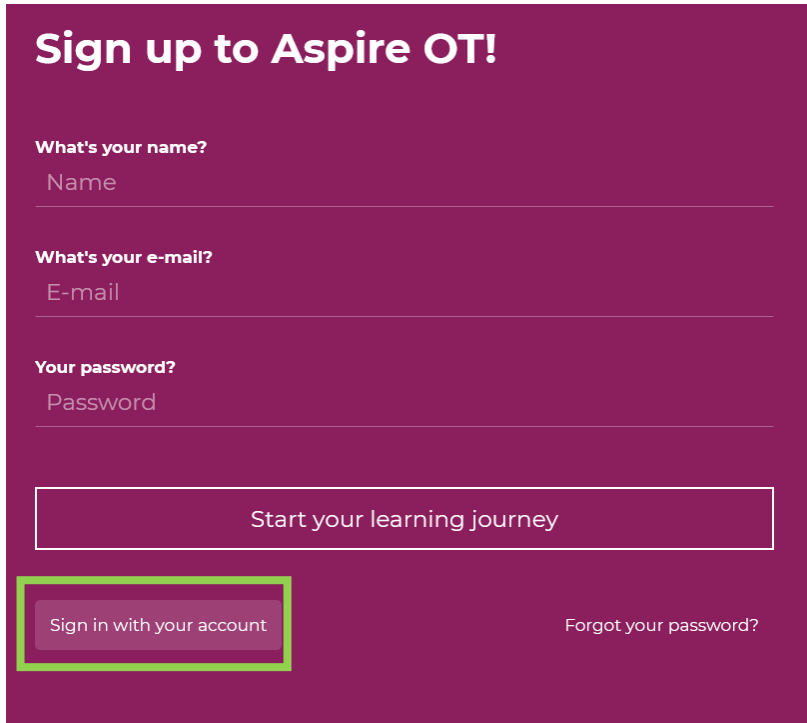
6. Review the courses and determine which track you would like to register for. You will want to scroll to the bottom to choose a track.

*To continue these directions, scroll down and choose the “Member” or “Non-Member” section.*



## MEMBERS

Click to the purchase button of the track that you want.

A purple sign-up form titled "Sign up to Aspire OT!". It contains three input fields: "What's your name?" with a placeholder "Name", "What's your e-mail?" with a placeholder "E-mail", and "Your password?" with a placeholder "Password". Below these fields is a white button with the text "Start your learning journey". At the bottom left is a button with a green border and the text "Sign in with your account". At the bottom right is a link that says "Forgot your password?".

**Sign up to Aspire OT!**

What's your name?  
Name

What's your e-mail?  
E-mail

Your password?  
Password

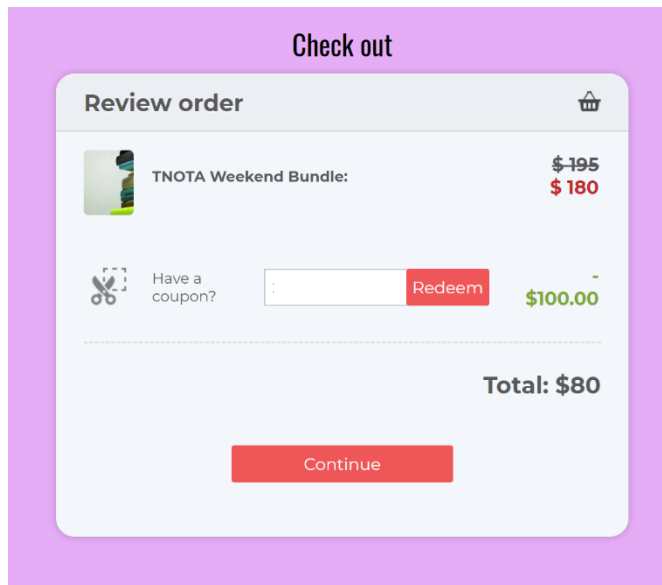
Start your learning journey

Sign in with your account

Forgot your password?

If you do not have an Aspire OT account, you will be asked to create an account at this time by entering your name, email, and choosing a password.

If you DO have an Aspire OT account, click the bottom button (highlighted in green in the picture) and enter your email and password

A "Check out" window with a light purple background. It features a "Review order" section with a shopping cart icon. The order details show "TNOTA Weekend Bundle:" with a price of "\$195" crossed out and "\$180" in red. Below this is a coupon section with a scissors icon, the text "Have a coupon?", a text input field, a red "Redeem" button, and a green "\$100.00" discount. The total is shown as "Total: \$80" in bold. A red "Continue" button is at the bottom.

**Check out**

**Review order**

TNOTA Weekend Bundle: ~~\$195~~ **\$180**

Have a coupon?  **Redeem** **\$100.00**

**Total: \$80**

**Continue**

You will now see the "Check out" window.

Your discount will be shown in green.

The bottom total reflects the amount you will be paying.

Click "Continue."

*Move down to Step 7 in these instructions*

NON-MEMBERS

Click on the purchase button for the track that you would like to register for.

Review the track you wish to purchase and click “Buy now”.

### Sign up to Aspire OT!

What's your name?

Name

What's your e-mail?

E-mail

Your password?

Password

Start your learning journey

Sign in with your account

Forgot your password?

If you do not have an Aspire OT account, you will be asked to create an account at this time by entering your name, email, and choosing a password.

If you DO have an Aspire OT account, click the bottom button (highlighted in green in the picture) and enter your email and password.

7. You will need to enter your address and credit card information:

#### TNOTA Weekend Bundle

Name

Street

Postcode

City

United States

Payment Info

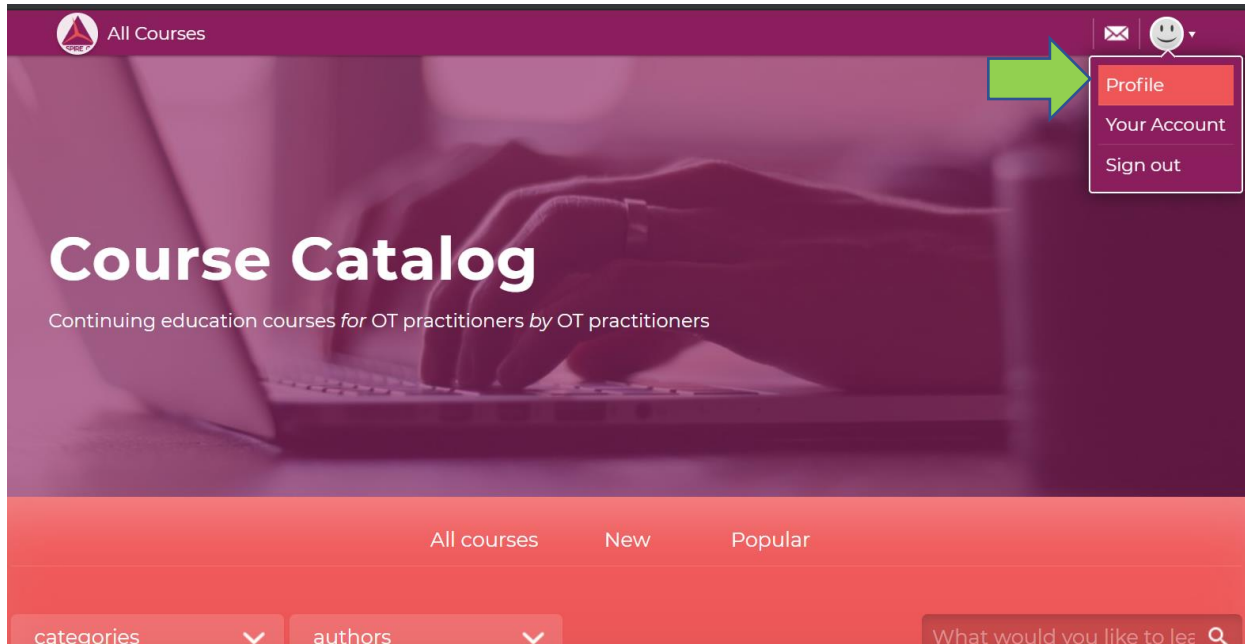
1234 1234 1234 1234

MM / YY

CVC

Pay

- 8 You will now be taken to Aspire OT’s course catalog page. If you do not see your new courses here, they are very easy to get to. You just click on the smiley face icon in the upper right-hand corner and choose “Profile.”



- 9 You can now see each individual course that was included in the bundle you purchased. You can access each course which will have the handouts (beginning on August 15) and webinar access information.

You will receive a reminder email the day of each course. You can come back to [www.AspireOT.us](http://www.AspireOT.us) and log-in at any time to access your courses.

Aspire OT is always happy to help. Please email us at [info@AspireOT.us](mailto:info@AspireOT.us).