

2021 VATIE Summer Conference Registration Instructions

Some professional development courses have additional fees and registration processes, for more information please visit: <https://vatie.org/conference.html>

1. Click the Conference registration link from the VATIE webpage or click the following link:
<https://iweb.acteonline.org/Conference/RegistrationProcessOverview.aspx?id=209>
2. If you have an account enter your **username** and **password** then click **Sign In**, then skip to step 4. If you do not have an account, click the **Create a new account** link, then go to proceed to step 3.

ACTE ASSOCIATION FOR CAREER & TECHNICAL EDUCATION®

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Sign In

Username

Password

Remember me

Sign In

[Forgot my password or my username](#)

[Create a new account](#)

3. Entered the **required** fields at minimum and click **Save**. **NOTE: Please enter your information as you will be able to register another person(s) later in the registration process if needed.**

Create an Account

Already registered? [Sign In](#)

Prefix (None)

*First name Required

Middle name

*Last name Required

Suffix (None)

Primary Organization Enter an Organization

*Email Required

*Confirm email Required

Phone

Mobile Phone

*Country United States Required

*Address Required

*City Required

*State (None) Required

*Postal code Required

Create an account

Username

*Password Required

*Confirm password Required

The password must be at least 6 characters long.

Save Cancel

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4. Verify the information and click **Proceed**.

The screenshot shows the ACTE registration overview page for user HARPER, JAMES. The page title is "2021 Virginia Association Of Trade And Industrial Educators". It includes a navigation menu with "Step 1) Registrant Information", "Step 2) Main Registration", "Step 3) Additional Information", and "Step 4) Summary". The current step is "Step 2) Main Registration". There are buttons for "PROCEED" and "CANCEL". Below the buttons, there are instructions for registration, including a note about creating a registrant record and a link to the registration instructions/options page.

5. Enter the information for the person that will be attending the event, click **Next Step**.

The screenshot shows the ACTE registration page for Registrant Information for user HARPER, JAMES. The page title is "2021 Virginia Association Of Trade And Industrial Educators". It includes a navigation menu with "Step 1) Registrant Information", "Step 2) Main Registration", "Step 3) Additional Information", and "Step 4) Summary". The current step is "Step 2) Main Registration". There are buttons for "PREVIOUS", "NEXT STEP", and "CANCEL". Below the buttons, there are instructions for registration, including a note about creating a registrant record and a link to the registration instructions/options page.

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6. Verify the information is correct and click **Next Step**.

ACTE Association for Career and Technical Education

User HARPER, JAMES

Conference Registration Main Registration

Conference Name 2021 Virginia Association Of Trade And Industrial Educators -

Registrant Name Mr. James Sherman Harper

Registration Pricing

You are registering as a Non-Member.

Select Main Registration

Registration for: Your price*

VA TIE Conference \$125.00

PREVIOUS NEXT STEP CANCEL

7. Enter the appropriate information, click **Next Step**.

ACTE Association for Career and Technical Education

User HARPER, JAMES

Conference Registration Additional Information

Conference Name 2021 Virginia Association Of Trade And Industrial Educators

Registrant Name Mr. James Sherman Harper

Additional Information

Additional Registration Information

Please enter your Program Title: Enter your program title here or na.

Please enter your Administrator's Name: Enter your Administrator's name here or na.

Please enter your Administrator's Email: Enter your Administrator's email here or na.

SUMMARY PREVIOUS NEXT STEP CANCEL

8. Verify the information is correct and click **Proceed to Checkout**.

ACTE Association for Career and Technical Education

User HARPER, JAMES

Registration Summary

Registrant Information

Badge	James	Address	(Registration information is linked to this address)	Edit
	James Sherman Harper			
	Treasurer			
	VATIE			

Pricing

Non-Member			
Total Registration Fees	\$ 125.00		Edit
VA TIE Conference		\$ 125.00	

Additional Information

Additional Registration Information

Please enter your Program Title: na

Please enter your Administrator's Name: na

Please enter your Administrator's Email: na

PROCEED TO CHECKOUT CANCEL

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9. If you need to add additional registrants click **Add More/Continue Shopping**; if paying via purchase order or check click **PO/Check Payment** and go to step 10; if paying via Credit Card click **Complete Transaction** and go to step 11.

Association for Career and Technical Education
ACTE

User: HARPER, JAMES ← BACK CLOSE ×

e-Commerce Shopping cart

Global shopping cart

Bill To Address Ship To Address

VATIE
Mr. James Sherman Harper

Remove	Item #	Type	Description	Qty	Unit Price
<input type="checkbox"/>	VATIE21	CONFERENCE	2021 Virginia Association Of Trade And Industrial Educators [Registrant: HARPER, JAMES]	1	\$125.00

Subtotal: \$125.00
Shipping: \$0.00
Total before tax: \$125.00
Estimated tax: \$0.00
Order Total: \$125.00

CLEAR CART UPDATE CART PRINT

PROMOTION CODE ADD MORE/CONTINUE SHOPPING PO/CHECK PAYMENT COMPLETE TRANSACTION

Registrations: YOU MUST click on COMPLETE TRANSACTION in order to complete the registration process and receive your confirmation.

10. Select **Check Payment**; or **Purchase Order** and enter **PO Number**; then click **Submit**.

Association for Career and Technical Education
ACTE

User: HARPER, JAMES ← BACK CLOSE ×

Check-out Check/Purchase Order

Balance Due

Select either Check or Purchase Order from the options below. Click Submit. The on screen confirmation and email will contain the balance due. Please remit a copy of the confirmation with your payment

Payment Method

Check Payment
Check payments must be received prior to start of conference. Your registration is not complete until payment and/or Purchase Order is received.

Purchase Order
Purchase Order must be received prior to start of conference. Your registration is not complete until payment and/or Purchase Order is received.

PO Number:

Payment Detail

Total \$125.00

SUBMIT CANCEL

Please have the check made out to ACTE and send it to the following address:

**ACTE
P.O. Box 758621
Baltimore, MD 21275-8621**

If you need a W-9 from ACTE please email:

registration@acteonline.org

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11. Enter your credit card information and click **Submit Payment**. **NOTE: Select NONE for the How did you hear about us? field.**

User: HARPER, JAMES < BACK CLOSE x

Check-out Process Payment

Payment Details

*** Please note: Upon clicking the "Submit Payment" button, your credit card will be charged.**
Press Cancel to return to Shopping Cart to change your purchase in any way before submitting payment.

Payment Method: Credit Card

Card Type:

Card Number:

Note: Do not use spaces, non-numeric characters, or dashes.

Expiration Date (Month, Year):

Name on card:

Credit Card Security Code:

The security code for VISA, MC, and Discover is located on the signature panel on the back of the card (3 digits). For Amex, the security code is on the front of the card (4 digits).

How did you hear about us?:


Please enter the code located in the bottom corner of your promotional material here. If you do not see a code please select NONE/NO SOURCE CODE.

Amount Payment: \$125.00*

Please note: Upon clicking the "Submit Payment" button, your credit card will be charged.
Press Cancel to return to Shopping Cart to change your purchase in any way before submitting payment.

Please note: Upon clicking the "Submit Payment" button, your credit card will be charged.
Press Cancel to return to Shopping Cart to change your purchase in any way before submitting payment.

12. Please click **Print** to print or save a pdf copy of the receipt for your records. You should have also received an email regarding the registration and payment. Click **OK** when finished.



User: HARPER, JAMES < BACK CLOSE x

Purchase Confirmation

Purchase Information

Date of Purchase: May 11 2021 11:09AM
Mr. James Sherman Harper
Purchase Number: 92760
Payment method: Credit card
Order Number: 180814.00
Transaction Numbers:

Code	Type	Description	Quantity	Unit Price	Extended Amount
VATIE21/CONF		MEETING VA TIE Conference	1	\$125.00	\$125.00
				Total:	\$125.00
				Payments:	-\$125.00
				Balance:	\$0.00

Registrant Detail

Registrant ID	Registrant Name	Meeting	Confirmation Number
507553	Mr. James Sherman Harper	2021 Virginia Association Of Trade And Industrial Educators	180814