

Online Convention Registration with the ASA Website

By Paul Beck, Web Developer & ASA Treasurer

I have recently completed a flexible online convention registration system for the ASA website. This new feature has been designed to be adaptable to each convention's requirements. A website administrator can configure each convention's registration differently, from the simplest type with only a registration fee to the more complex with multiple options from which to choose. The system will allow all society members to view the convention attendees at any time, as well as providing custom reports for the convention planners.

The convention registration system requires that you are a member and logged into the website. For those who are not a member, and want to use the online registration, you will first need to join the Society. Joining via PayPal™ has been upgraded to provide immediate email feedback and automatically enter the new member information in the database.

Locating the Online Registration Page

While convention registration is active, typically starting in December of each year, there will be a link on the ASA website home page to take you directly to the registration page:

Preliminary 2020 Convention Info is posted here.
Click [here](#) to register online for the 2020 Convention.

You can also get to the convention registration page from the page which lists all conventions, located from the **About the Society** → **Conventions** menu selection. At the top of the summary for the next convention will be a button to the **Register Online**, as shown below.

Next Convention

Register Online

[2020 Convention](#) ← Click for more details.

Contact: [Bart Brechter](#)

Sponsored by: Texas Chapter

March 12-14, 2020 at: [Houston Marriott West Loop Houston, TX](#)

Late registration fee applies after: December 1st, 2019

[Registration Form](#)

Registrar: [Sherrie Randall](#)

[Attendees](#)

Validating Your Registration (and Membership) Data

When the online registration page appears, please read the detailed instructions at the top of the page. These should explain the registration process sufficiently. The system will use your first and last name of your login account to locate your membership record. If a match is found, you will be pre-selected as Registrant. If your login name does not match your membership record, you can pick your name from the **Registrant** selection list, which will include all persons on the membership record. You may register for the convention any person on your membership.

If all the information shown is correct, click the "Yes" button. Note that items which have several options, such as meal choices, must be selected at this time. When you are finished, check the "I'm not a robot" box and then click **Register**.

Is the following information correct? Yes No

If anything on the page needs to be changed, or you need to add something to the **Special Needs** category, click the "No" radio button. The displayed information will be presented in an edit form.

If you have marked some of your membership information for hiding from the ASA membership, it will be displayed in **red**. If you wish to change that status, there is a checkbox with which you can change that; this also updates your data hiding on our membership database.

Correct the necessary information, add any special needs, and they select from the Events/Options list as necessary. Note that items which have several options, such as meal choices, must be selected at this time. When you are finished, check the "I'm not a robot" box and then click **Save & Register**. Note that your permanent membership record is updated with any changes made in address, phone, visibility, etc. The "Special Needs" category is only used for the convention planners, and is not stored with your membership record.

Payment Options

After you verify or change your information, and press "Register", you will then be presented with your payment options. Select the appropriate payment option, and note the instructions following the button. If you select "**Pay by Check**", you will receive an email within a few seconds. Print this email and send it with your check to the address indicated in the email.

If you selected "**Pay by Credit/PayPal™**", you will be taken to the PayPal website. If you have a PayPal account,

Is the following information correct? Yes No

Pay by Check

You will be sent an email in a few minute

Pay by Credit/PayPal™

You will be transferred to PayPa number. Keep this email as your receipt.

Normal Registration \$275.00 USD ▾

you can simply login and approve payment. If you do not have a PayPal account, you can simply enter the credit card information in the "PayPal Guest Checkout" section. After your payment is submitted and validated by PayPal, you will be sent an email from the ASA website, confirming your registration and payment. This should only take 10-15 seconds.

Correcting or Updating Your Registration

The email sent to you by the ASA website will have a link to take you to your registration record, where you can make any necessary changes. Your existing registration information will be displayed, with the option of changing anything. If you wish to cancel the registration completely, contact the registrar directly. The amount of your refund will be up to the convention registrar, based on established and published criteria. In some cases, optional events may have had to be prepaid and a late cancellation may result in a forfeiture of some part of your registration costs.



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Renewal Time is Here!

By Paul Beck, Treasurer

That time of year, when your annual dues need to be paid, is here. Check the expiration date on the mailing label on this issue of *The Azalean*. If it says '2019' you need to pay your dues for 2020. Dues are still



\$30 per year. Paper mailing of reminders went out in mid-November, and an email reminder shortly thereafter. If you use email, and were not notified last year about your renewal via email, please send me your email address at treasurer@azaleas.org.

In attempt to improve renewal percentages, this year's follow-up reminders will again be handled by the local chapters instead of by me. Hopefully the more local approach will be more fruitful.

Renewal is best accomplished by using the **Join Us, Renew** or **Donate** link on the ASA website. If you choose not to renew electronically, you may use the renewal form on the wrapper of this issue of *The Azalean*. This application form is also available on the ASA website.

This year I am again encouraging the use of our subscription service, via the PayPal™ credit card payment service. This will allow you to register your credit card with PayPal, and have your annual membership fees deducted automatically. Click on the "Yearly Automatic Subscription" accordion near the bottom of the **Join Us** page.

Finally, as a service to our members who do not like to use PayPal, I will continue to take your payment over the phone. Call me at 703-860-5676. If you have not called me before, our telephone SPAM blocker will catch you first. Press "0" to get through the blocker, and we will answer if we are here. DO NOT leave your credit card number on our voice mail.

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