

Sponsor Registration Instructions (updated 8/18/2022)

Registration link:

Continue box.

https://www.memberleap.com/members/evr/reg_event.php?orgcode=PCCA&evid=31325649

Figure 1. Click the box **Register for this event**

Figure 2. Please complete the registration information. Hit the



Figure 3. The screen will refresh and your information will be populated into the fields. Scroll down below your information. Under **Package Selection**, please check "Sponsor". Sponsors do not have to respond to any of the other questions. Hit **Continue** at the bottom of the page.



Figure 4. This page shows the available sponsor opportunities by level.

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This page is for sponsor ty "Continue with registre	n anly - attendees, please click through to allow" doe on the right.	n ment page by choking	elected Boath(x)		Add Logo	Centinue
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	Sponsor 1	Sponser 2	Sponser 3	Sporter 4	Sponsor 5	
	-	Friend For-Holli 2		Frank For Posts &	-	
		_	_			
	Franci Son-Profit 1	Friend Non-Profit 2	Friend New-Profit 3	Friend Non-Profit 4	Friend New-Profit S	
					10000000000000000000000000000000000000	

* 0 0

Figure 5. Hover over the boxes and you can see sponsorships already purchased and by whom, as well as the sponsorships available and cost.

Figure 6. Make your selection by clicking the box. The box changes. Click the botton to "Select Booth"

Booth Information X
Patron Sponsorship
Booth #Patron 3
\$1,500.00
Company Information Here
Click 'Select Booth' below to add this booth to your registration

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Figure 7. The screen changes and in the box "My Selected Booth(s)". If you want to change your selection, you can click the red X and begin again.

Event Registration - PENNSYLVANIA CHILD	CARE ASSOCIATION			-
NOTE: This page is for sponsors only - attendees, please click through to next page by clicking	My Selected Booth(s)			
on grey "Continue with registration" box on the right.	Patron Sponsorship (Booth: Patron 3) (\$1,500.00)	×	Add Logo	Continue
Choose a booth from the map below. You can hover over a booth to get more information and click on it to add it to your registration.				with Registration
Booths marked as unavailable have already been taken and are not able to be chosen. When you have finished adding your booth(s), please use the continue button at the top right to proceed with your registration.				

Figure 8. You can add your logo by clicking on the button, "Add Logo". A screen will appear that will allow you to choose and file and upload a copy of your logo. You can delete and change logos by clicking the red **X**.

Event Registration - PENNSYLVANIA CHILD	CARE ASSOCIATION
NOTE: This page is for sponsors only - attendees, please click through to next page by clicking	My Selected Booth(s)
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load the image you would like to use for the logo on your booth
go
Choose File NewSummitLogo copy 2.jpg

Figure 9. Click the button on the right to "Continue with Registration"

Event Registration - PENNSYLVANIA CHILD	CARE ASSOCIATION			
NOTE: This page is for sponsors only - attendees, please click through to next page by clicking	My Selected Booth(s)			
on grey "Continue with registration" box on the right.	Patron Sponsorship (Booth: Patron 3) (\$1,500.00)	X	Add Logo	Continue
Choose a booth from the map below. You can hover over a booth to get more information and click on it to add it to your registration.			NewSummitLogo_copy_2.jpg 🗙	with Registration
Booths marked as unavailable have already been taken and are not able to be chosen. When you have finished adding your booth(s), please use the continue button at the top right to proceed with your registration.				

Figure 10. You will be taken to a Summary Page. Click the button "Complete this Registration to be taken to the payment page.

Summary		
Verify the information below and click on "Complete	this Registration" to complete.	
Contact Info:		
Barbor, Diane		
20 Erford Road, Suite 302		
Lemoyne, PA 17043		
123-423-1945		
717-657-9000		
dane barber@pacca.org		
course contact and		
Attendee Infe:		
Barber, Diane		
Package: Sponsor (\$0.00 USD)		
Subtotal: \$1500.00 USD		
change attendee info (remove		
TIGHT \$1500,00 USD		
Add Another Attendee to this Registration		
	Complete this Registration	

Figure 11. Select your method of payment. Click continue.

Payment Method
Attendee: Barber, Diane Event: 2022 Early Childhood Summit
Payment Method:
Credit Card Online
Pay by Check/Money Order
Continue

Payment	
Amount to be charged:	1500.00
Please enter credit card billing informati	on below and click on Submit.
First Name:	Diane
Last Name:	Barber
Company	Pennsylvania Child Care Association
	(Please enter your credit card billing address below.)
Address	20 Erford Road, Suite 302
City:	Lemoyne
State:	Pennsylvania ~
ZIP:	17043 *zip code must match credit card billing zip code.
Country:	UNITED STATES
Phone:	123-423-1945
Email:	diane.barber@pacca.org
Cradit Card Number	
Evaluation Menths	January
Expiration Year:	2022 ~
CVM Number:	(3 or 4-digit numeric code that is printed on the back of the credit card)
	Submit

Figure 12. Complete the requested information and click **Submit.**

EMAIL CONFIRMATION

Upon submission a copy of your registration, a receipt or an invoice for your payment and a link and access code to the event portal will be sent to your email address.

The subject line will read: Event Registration Confirmation - PENNSYLVANIA CHILD CARE ASSOCIATION