



Sponsor Registration Instructions *(updated 8/18/2022)*

Registration link:

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

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

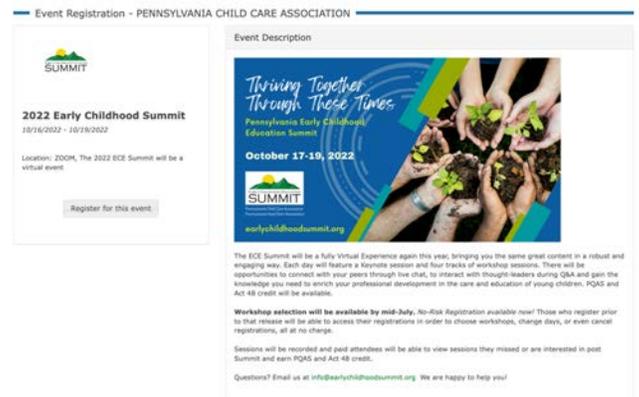


Figure 2. Please complete the registration information. Hit the **Continue** box.

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.

Package Selection	Price
<input type="radio"/> Sponsor There is no cost to Sponsors to register for the conference. Sponsorship entitles sponsors up to two free registrations depending on level of sponsorship.	\$0.00 USD
<input type="radio"/> Early Bird Member -- Monday, 10/17 Monday Registration for PACCA & PHSA Members	\$89.00 USD
<input type="radio"/> Early Bird Member -- Tuesday, 10/18 Tuesday Registration for PACCA & PHSA Members	\$89.00 USD
<input type="radio"/> Early Bird Member -- Wednesday, 10/19 Wednesday registration for PACCA & PHSA members	\$89.00 USD
<input type="radio"/> Early Bird Member -- Monday & Tuesday, 10/17 & 10/18	\$170.00 USD

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



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

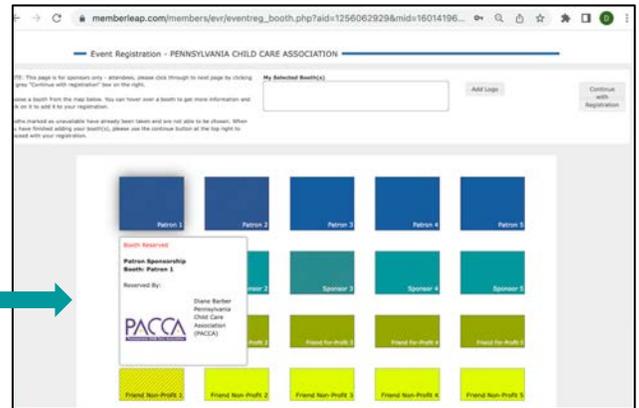


Figure 6. Make your selection by clicking the box. The box changes. Click the button to "Select Booth"

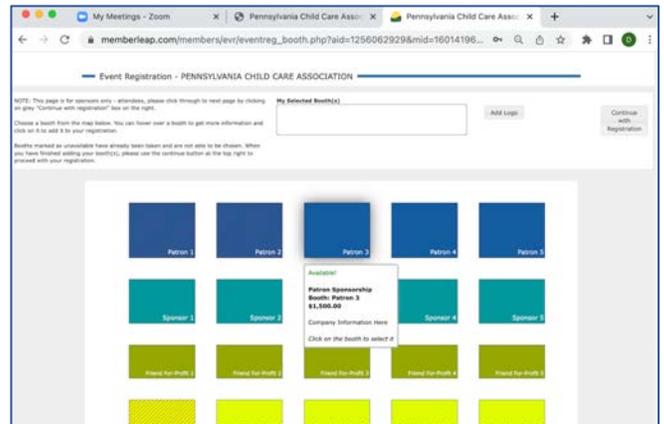
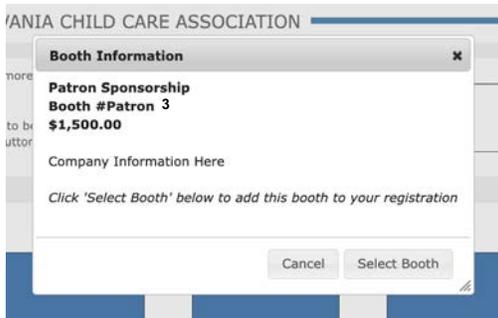


Figure 7. The screen changes and in the box "My Selected Booth(s)". If you want to change your selection, you can click the red X and begin again.



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.

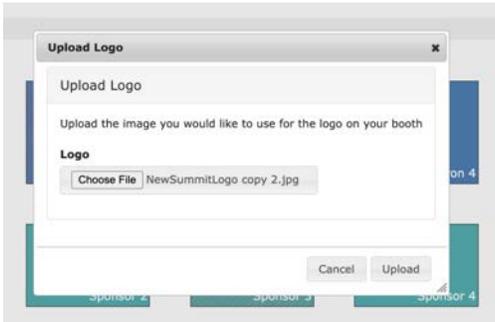


Figure 9. Click the button on the right to “Continue with Registration”



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

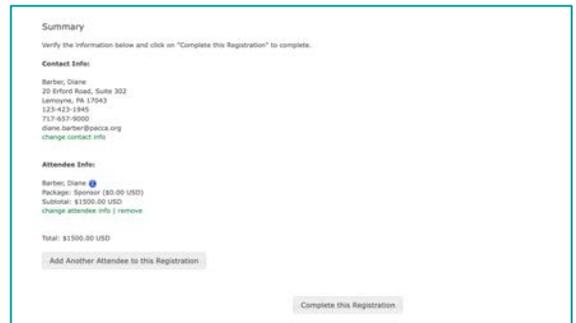


Figure 11. Select your method of payment. Click continue.



Payment

Amount to be charged: 1500.00

Please enter credit card billing information below and click on Submit.

First Name:

Last Name:

Company:

(Please enter your credit card billing address below.)

Address:

City:

State:

ZIP: *zip code must match credit card billing zip code.

Country:

Phone:

Email:

Credit Card Number:

Expiration Month:

Expiration Year:

CVM Number: (3 or 4-digit numeric code that is printed on the back of the credit card)

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