

Introducing RegPacks - A New Registration System for MPY Events

Please register by clicking on an event and clicking Register.

- Creating a new account:
 - Fill out required information and confirm the information provided is correct.
 - For members: You must use your work/school email

- Registration Information
 - 2 Registration types:
 - Professional Development Events (*Conferences for professionals*)
 - Student Events (*Conferences for students with advisors*)
 - If you are a professional/staff member, please select Professional Development Events.
 - If you are a staff member/professional registering students for a student conference, please select Student Events.
 - ***IMPORTANT* Registrant profiles are ONLY for staff information.**
 - Student information will be provided after student event is selected.
 - Once you have selected a registration type, you can register yourself or another staff member under your account.
 - You will be sent to the Event Selection Page.

- Event Selection
 - This page will show all events for professional developments and/or student events, depending on your selection.
 - Select events you will like to attend; a green check mark will appear on the top right of the event that you have selected.
 - Once you click Next, you will be asked if you will like to register more people under your account. If you are registering a group then click “Yes, add new record” and you will be sent to the registration information page.
 - If you accidentally click “Yes,” and you did not intend to register anyone else, just click on the “Dashboard” link that will be next to the account holder’s name.
 - If you are registering just yourself, click “no, continue.” You will be sent to the “Dashboard” page.
 - You will receive a confirmation email.
 - If you do not receive an email, contact Lauren at lauren@mpyinc.org
 - For **Student Events**
 - Register advisers and addition advisers, and select events. Once events are selected type in number of students attending the student conference.
 - If you do not receive an email, contact Lauren at lauren@mpyinc.org

- **Dashboard**
 - On your dashboard, you will be able to see the name of the account holder and all the registrants under the account.
 - To sign up for more events or to cancel a selection – You will see the name of the registrant with a progress bar on the right-hand side of the page. The progress bar has a drop-down menu, please select “Event Selection”
 - You will see, “My Selection.” On the right, you can click “View All Options” to see all MPY events

- **Event Cancellation**
 - To cancel a registration, please **DESELECT** the event and hit continue. You will not receive an email for the cancellation.
 - For any questions about cancellation, please contact Lauren at **lauren@mpyinc.org**.