

Leadership Training Online Registration Instructions

Each individual from your unit may do their own registration or any individual from your unit can register all of your attendees. If you have one person doing all of your registrations it cannot be done in bulk. You will still need to register each person individually and print each registration individually.

If your unit is paying your registration with a debit or credit card*, either

- coordinate with your unit to make payment for you online, or
- make your own payment online and give your unit a printout of your online registration and get reimbursed from your unit.

If your unit is paying your registration by check, either

- coordinate with your unit to send one check for payment with the names of those for which the unit is paying, or
- send your own payment with a printout of your online registration and get reimbursed from your unit. (make sure your school name is on your check and/or paperwork)

If you are paying for your registration use your debit or credit card online **or** send your check to PO Box 8632 Mandeville, LA. 70447 with a print out of your online registration.

Each individual will need to have a copy of their online registration when they sign in the morning of training.

If you do not register before August 1st online, you will have to register onsite and the cost per person is \$25. *No Exceptions.*

Go online to <http://sttammanytraining.eventbrite.com>

The password to register is: districtpta

Follow the registration process, it will ask for workshop choices and lunch choices.

For workshop descriptions please click on the link provided on this website.

For lunch choices please click on th the link provided on this website.

*Local unit PTAs should not have debit or credit cards. This option is provided to streamline the registration process. This refers to a member using their personal debit or credit card and getting reimbursed by check from their local unit.