



**Child Support
Directors Association**

*A Coalition of Experts Collecting Billions
for California's Children*

HOW TO REGISTER FOR AN UPCOMING EVENT

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Navigation

- Navigate to: <http://csdaca.org>

Register as a New User

Note: You must have a member login on csdaca.org to register.

- If you **DO NOT** have a Member login. Click on “Register” on the right under “Members Login”
- Fill out the required information and you will receive an email to set your password.

Members Login

Welcome, Danielle Wermund

My Profile

Login

My Events

Register

My Associates

Change Password

Forgot Your Password?

Logout

Please fill in your Profile Details

1. Then Press [SAVE PROFILE] button
2. The Needs box, provides any dietary, ADA or other requirements for rooming, meals, etc that are provided during the event.
3. Child Support Related fields may be left blank when you are not in the Child Support industry (Agency, Classification & Year Started in IV-D Program)

My Profile

Register New Account

Email	<input type="text" value="dwermund@csdaca.org"/>
First Name	<input type="text" value="Danielle"/>
Last Name	<input type="text" value="Wermund"/>
Classification	<input type="text" value="Other"/>
Year Started in IV-D Program	<input type="text" value="2016"/>
State Bar Number(if applicable)	<input type="text"/>
Agency	<input type="text" value="Child Support Directors Association"/>
Address	<input type="text"/>
Address other	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Alaska"/>
Zip	<input type="text"/>
Phone	<input type="text"/>
Ext	<input type="text"/>
Needs	<input type="text" value="2."/>
<input type="button" value="SAVE PROFILE"/> 1.	

Add Name to My Associates

- Input Associate in My Associates Link
1. Welcome, Danielle Wermund
- My Profile
- My Events
- My Associates**
- Change Password
- Logout

2. My Associates

Email	First Name	Last Name	
dwermund@csdacs.org	Danielle	Wermund	Edit

Email:

First Name:

Last Name:

Add Associate

Register for an Upcoming Event

- Go to Training & Events
- Go to Register for an Upcoming Event

ABOUT CSDA COMMITTEES OUTREACH & EDUCATION **TRAINING & EVENTS**

Register for an Upcoming Event

- 2016 Annual Child Support Conference
- Legal Training
- Scholarships

- Locate the Event you want to attend.
- Click on the Event Name or Event Details to see more information on the Event

Upcoming Events

2016 Leadership Institute

Event Details

Register

Event Details

Register

- Click on Register to Register for the event

1. You can register unnamed attendees by typing in a number of attendees.
2. If you have filled out names in "My Associates" they will be available to select in the box.
3. You can select multiple attendees by pressing the [Ctrl] key on your keyboard while clicking on the person's name.

You are registering for: 2016 Leadership Institute

Start date: August 15, 2016

End date: August 19, 2016

Activities

Registration (\$200.00)

To register for unnamed attendees, type the quantity in the box below.

1.

To register attendees from your associates list please select from the list below:

3. Tip: Press [CTRL] key while clicking on names to select or deselect multiple associates.

2.

REGISTER ATTENDEES

Register Attendees

Registration Summary will be displayed below accounting for the number of attendees you have specified above.

1. You may delete from this section by pressing [Delete] link or modify your selections above.
2. To proceed to confirm your attendees select [REGISTER ATTENDEES] button.

Registration Summary

Activity: Registration

You may remove associates from registration before continuing by pressing "Delete" below.

Attendee	Price	Number	Sub Total	1.
Danielle Wermund	\$200.00	1	\$200.00	Delete

Total: \$200.00

REGISTER ATTENDEES 2.

Confirm Registration

1. To confirm your registration and proceed to payment, press the [SUBMIT] button.
2. To make changes to your selections, press the [BACK] button.

Registration Summary

Activity: Registration

Attendee	Price	Number	Sub Total
Danielle Wermund	\$200.00	1	\$200.00


Total: \$200.00

To confirm your registration and move on to payment, press the [SUBMIT] button
 To make changes to your selections, press the [BACK] button.

2.

BACK **SUBMIT** **1.**

Credit Card Payment, Pay by Check, Invoice & Discount Code

1. Once registration is successful, you may View/Print your invoice from clicking [here](#) 
2. You may supply your Promo Code if you have been provided one.

Registration Successful

You are successfully registered.
 To Pay by Credit Card, press [PAY BY CREDIT CARD] below.
 To Pay by Check and/or view and print your invoice click here  **1.**
 Make checks payable to: Child Support Directors Association **4.**
 Mail checks to: 2150 River Plaza Drive, Suite 420, Sacramento, California 95833

Or

3. You may Proceed to Pay by Credit Card, which can be done through PayPal by clicking on [PAY BY CREDIT CARD] button.
4. To pay by Check:
 Make checks payable to:
Child Support Directors Association
 Mail to:
2150 River Plaza Drive, # 420, Sacramento, California 95833

Activity: Registration

Attendee	Price	Number	Sub Total
Danielle Wermund	\$200.00	1	\$200.00

Sub Total: \$200.00

Discount: \$0.00

Total: \$200.00

2.

Promo Code: **SUBMIT CODE**

PAY BY CREDIT CARD **3.**

View My Registered Events

To view your registration details

Welcome, Danielle Wermund

- Go to My Events

My Profile

My Events 

My Associates

Change Password

Logout

View My Reservation Details

- Click on View reservation Details




My Events

2016 Leadership Institute

View reservation details 

Start date: 08-15-2016


End date: 08-19-2016

- 1. You can change the attendee name from your available names that were set in "My Associates" by clicking on 
- 2. You can view/print your invoice by clicking on 
- 3. You can pay by credit card through PayPal by clicking on 
- 4. You can cancel by clicking on the word **Cancel**.

2016 Leadership Institute

Opportunities

Event type: Training
 Start Date: 08-15-2016
 End Date: 08-19-2016

Tip: To change a "Pending" status or a registered attendee, the individual(s) must be added to your My Associates list first.
 To add or change the name of a registered attendee press 

Activities:

Activity	Attendee	1. Registered By	Cert. Inv. Confirmation
Registration	Danielle Wermund	 Danielle Wermund	2.  Voided/Void
Registration	Danielle Wermund	 Danielle Wermund	 Confirmed/Not Paid 3. 4.  Cancel

Help or Support

Contact Child Support Directors Association 916-446-6700

Or email lbispham@csdaca.org