2015 UDMC REGISTRATION INSTRUCTIONS

1. Visit our website (udallas.edu/udmc) and select the orange Register button or select Register Now from the Registration drop-down menu.

2. A new tab will open up in your browser with our 2015 UDMC Attendee Registration Form.
3. Enter your first name, last name, and email address. If you are registering a group, please enter the information of the Group Contact here. You can add your additional attendees later in the form. If you will NOT be attending UDMC yourself, please enter someone else's information as the Group Contact, and then select "I am registering on behalf of this person" to enter your information as well (as the non-attending Administrator of the group). This will ensure that the group contact, and you (as the administrator), are both associated with the order.

Please Note: The name provided will be what is printed on the attendee’s name badge.

4. Next, select the registration type for you/the contact person. You can either choose General/Parish Attendee, School Attendee - Teacher/Administration, or School Attendee - School Board/Advisory. Only individuals who teach at a Catholic school, are a member of a Catholic school’s administration or staff, or will be attending as a school board or advisory council member should select one of the two School Attendee types. Everyone else is a general attendee. Then select Next.
5. Next, you will be prompted to provide the **Registrant Information** for you/the group contact. Complete the necessary fields, providing an address for you or your group, and an additional email address for confirmation if desired.

6. Next, provide additional information about the attendee (dependant on registration type), **including** diocese, parish or school, position at the diocese/parish or school, the days attending the conference, and language of the sessions attending. **For the days attending and language, please check ALL that apply.** Complete the information for the attendee and select **Next**.
7. If you selected General/Parish Attendee or School Attendee - Teacher/Administration, the system will pre-select your registration item (based on the pricing available at the time of your registration) and skip this step.

If you selected School Attendee - School Board/Advisory, you will be prompted to select your registration item based on the days the registrant plans to attend the conference. If the school board or advisory council member ONLY plans to attend the Thursday evening session, select THURSDAY ONLY REGISTRATION. If the school board or advisory council member would like to attend on Friday and/or Saturday as well, select FULL CONFERENCE REGISTRATION. Select Next.

8. If you would like to register another attendee, select Add Another Registrant and follow steps 5-7 above for each subsequent attendee. While the email address field is not required, we HIGHLY RECOMMEND that you provide a personal email address for each attendee you register. This will allow us to communicate with each attendee directly, so the group contact will not be responsible for passing on UDMC announcements in the coming months. Continue adding registrants until your group is complete. Please note: the system only supports groups of 100. If you need to register a larger group, we recommend splitting the group into two or more registrations. Then, select Next.
9. **Next, you will be able to view your Order and select your Payment Method.** Please make sure to double check and verify your order, ensuring all members of your group are listed. If you need to make an edit, select *Previous*.

Select your payment method, and enter your payment information if applicable. If you would like to pay by check, select the *Check* button, and you will receive your invoice by email. **Remember all checks must be made to University of Dallas, be mailed to University of Dallas Ministry Conference, Box 677 - 1845 E. Northgate Dr., Irving, TX 75062, and be postmarked within 5 business days.** Your registration is not complete until payment is received.

Then, select *Finish*.

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10. **Upon completion of your order, you will see a Confirmation Page** and the group contact and administrator (if applicable) will receive a confirmation email. **If you chose to pay by check, the**
confirmation email will contain the balance due and instructions to “click here” to print your invoice. Please attach a copy of your invoice with your payment.

Please Note: All registrants in your group will also receive a personalized confirmation email (if you provided their email address), stating that they were registered for the conference by the group contact and to contact that individual with any questions.

QUESTIONS?

Contact us if you have any questions about registration. We will be happy to assist you!

Lauren Masty  
Events Specialist  
972-721-4077  
udmc@udallas.edu

Oscar Carranza  
UDMC Director  
972-721-5105  
carranza@udallas.edu