

Group Registration Invoice –or– Group Confirmation Email

Group Owner may log back-in and send themselves one anytime by

- Log back in using the **Returning Group Login** process
- Enter their group confirmation number _____
- Click the **Login** button
- Scroll to the bottom Checkout section
- Click **Make Individual Payments Later** button
- Scroll to the bottom
- Click the **Next** button
- Enter their name and email address in the boxes provided in the Send E-mail section on the bottom left
- Click the **Send Invoice** button

Adviser Invoice –or– Adviser Confirmation Email

Adviser/Administrators may log back-in and send themselves one anytime by

- Log back in using the **Returning Adviser Login** process
- Enter their registration badge ID _____
- Click the **Login** button
- Scroll to the bottom right Send Correspondence section
- Enter their name and email address
- Click the **Send Confirmation** button

LEAD Conferences - Students Entering Themselves

Once a group has been established and the advisers have registered; each student may register him/her self by doing the following steps:

- Go to webpage: <http://www.leadconferences.org/register/>
- Click the **Register For (Site Name)** button
- Click the **Attendee Registration** button (left option)
- Click the **Returning Group Login** button (middle option)
- Enter _____ into the Group Confirmation Number text box
- Click the **Login** button
- Click the **Go to Adviser Portal** link to the far right of the adviser's name found in the Registration Summary tables in the column titled Manage adviser Subgroup -- they may select any adviser in your state delegation **if you have no preference**.
- Click the **Add Student Registrations button** (left option in middle section)
- Click the appropriate **Add Student** from button **based on their school's membership status**