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/](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