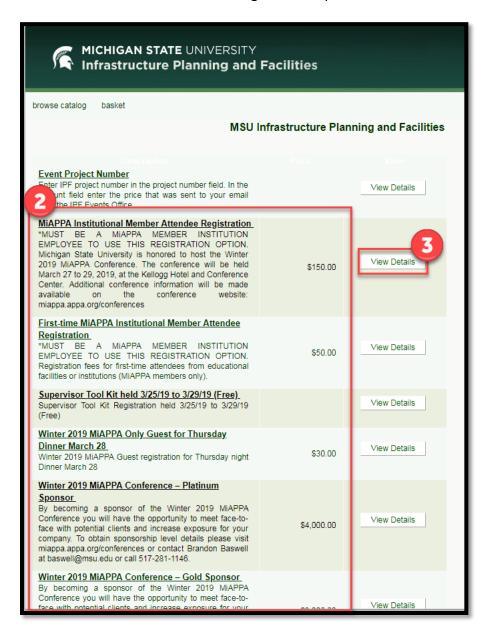
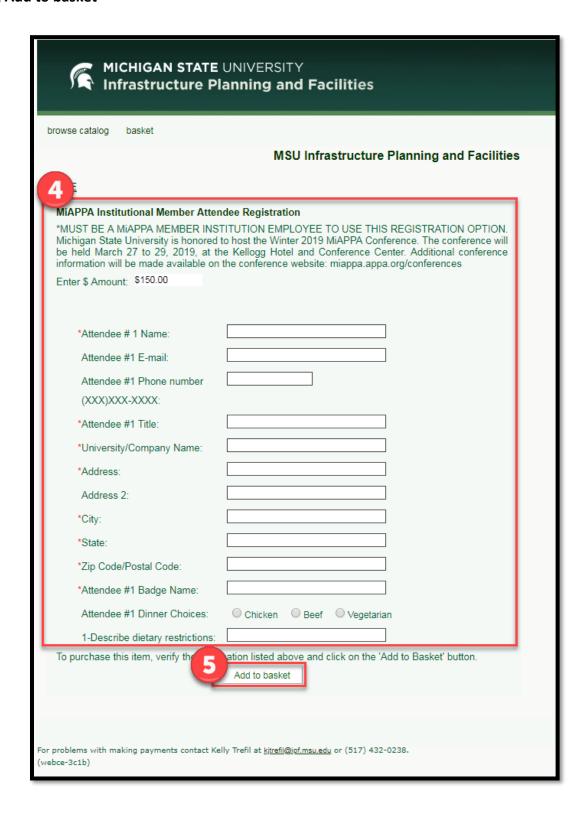
Registration instructions for the Winter 2019 MiAPPA conference at MSU

- 1. Select the following link to access the registration portal
 - a. https://commerce.cashnet.com/cashneti/selfserve/BrowseCatalog.aspx
- 2. Identify the correct registration option
 - a. Attendees from MiAPPA member institutions have 4 options from which to choose.
 - i. Standard registration \$150
 - ii. First-time attendee registration \$50
 - iii. Supervisor Toolkit Training Free
 - iv. Dinner guest \$30
 - b. Business partners, sponsors and exhibitors have 7 options from which to choose.
 - i. Please see Sponsor/Exhibitor information flyer attached to the invitation email and posted online at www.miappa.appa.org/conferences
- 3. Select the View Details button for the desired registration option



- 4. Complete the registration form associated with the registration option
- 5. Select Add to basket



- 6. To add additional registration items such as a dinner guest or additional attendees for business partners, select **Continue Shopping** and repeat steps 1-5
- 7. Once all necessary registration options have been added to the basket, select **Checkout** to submit payment and complete the order.



8. Complete the payment process as instructed.

If you have any questions or concerns,

- Registration portal issues (technical) contact Kelly Trefil at (517) 432-0238 or trefil@msu.edu
- Sponsorship inquiries contact Brandon Baswell at (517) 281-1146 or baswell@msu.edu
- Other event related inquiries contact Danielle Hook at (517) 899-2031 or dhook@msu.edu