



# Online Registration Instructions Undergraduate Caucus

Please review the registration instructions below for assistance in registering:

1. Click the following link to log in to the registration system:  
<https://www.netforumondemand.com/eWeb/StartPage.aspx?Site=AKAMIDWESTERN>. Click the **Login** link on the left menu. Your login is your email address (which must be the same one that is on the file at the corporate office) and your password is your financial card number.
2. If you were financially active last year or are currently active this year, an expanded menu will appear on the left. Click on the **My Information** link to check and update your address information, as necessary.
3. Select the **Upcoming Events** link from the left menu.
4. Click on the event Undergraduate Caucus on the bottom of the screen.
5. Scroll down and click on the **Register for this Event** Button.
6. If you have trouble logging in, it is possible that your information is incorrect in the Corporate Office database. Please ensure that you can log in to the members only side of the Corporate Office data base [AKA ESP Web Site](#) and check your profile information to verify the email address that you have on file and your membership status. If your membership status is incorrect, send an email to [membership@aka1908.com](mailto:membership@aka1908.com).
7. If you have done all the above and still have a problem with online registration, **DO NOT CALL YOUR REGIONAL DIRECTOR!** Please send an email with the problem/question details, including your contact information to [mwrcevetta1908@hotmail.com](mailto:mwrcevetta1908@hotmail.com).
8. You will be contacted within 24 hours, unless it is the last day of registration. Do not wait until the last day to register online, if possible.

Please remember that your registration will be considered pending until your per capita payment for this year has been verified. **Your registration will be cancelled if your current year dues are not paid.**

# Undergraduate Caucus Online Registration



Alpha Kappa Alpha Sorority, Inc.  
The Motivated Mid-Western Region

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## Welcome

Dear Sorors of the Motivated Mid-Western Region:

You are invited to attend the Undergraduate Caucus (*Round-Up*) in Denver, Colorado on September 26-27, 2009. The Undergraduate Caucus (*Round-Up*) is hosted by the Xi Eta Chapter and Alpha Kappa Chapter of Alpha Kappa Alpha Sorority, Inc. at Colorado State University in Fort Collins and the Denver Metro Area in Colorado. We have worked hard to assure that you receive up-to-date information that will assist you in operating your undergraduate chapters during this school year. Below are the schedule, hotel accommodations, and registration form.

**Select Upcoming Events on the left Menu to register and access documents for the Undergraduate Caucus (Round-Up)**

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For Graduate Advisor's to process group registrations for your Undergraduate Chapter:

**Note: Before you start the process, you should have the credit card OR the check number you will use to pay for the registrations available for notation on the payment screen. Graduate Advisors are being allowed to enter the Undergraduate Soror registrations online and pay by either credit card or by submitting a chapter check. The registrations will not be considered CONFIRMED until the chapter check is received and applied to the group registration record.**

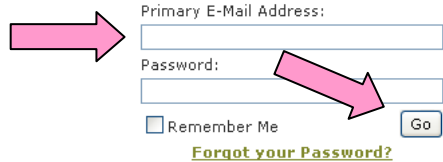
To begin, “click” the login button and login with your e-mail address and financial card number.

Registrar.

Only financially active sorors are allowed to register online. If you are not financially active, you will not have access to the link to register for the Regional Conference.

If you are not financially active and would like to reactivate, click [here](#) to get information on reactivating your membership.

There will be no Guest Registration this year, if you have additional questions please e-mail the [Mid-Western Regional Registrar](#).



Primary E-Mail Address:

Password:

Remember Me

[Forgot your Password?](#)

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The menu will expand and will include an Upcoming Events link on the left menu.  
Click on *Upcoming Events*.



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## Welcome

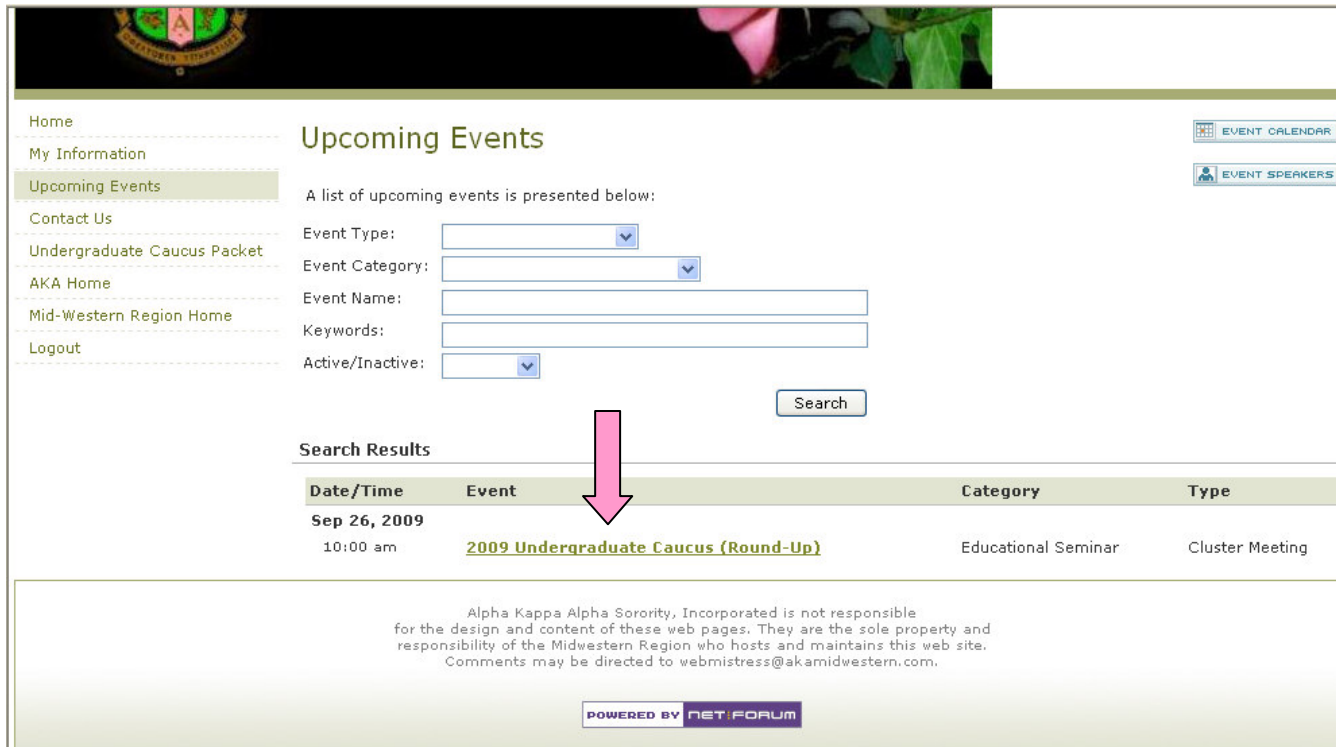
Dear Sorors of the Motivated Mid-Western Region:

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Click on the link for the *Undergraduate Caucus* event at the bottom of the screen.



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## Upcoming Events

A list of upcoming events is presented below:

Event Type:

Event Category:

Event Name:

Keywords:

Active/Inactive:


**Search Results**

Date/Time	Event	Category	Type
Sep 26, 2009 10:00 am	<a href="#">2009 Undergraduate Caucus (Round-Up)</a>	Educational Seminar	Cluster Meeting


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Click on the *Register for this Event* button.

My Information	<b>Event Details</b>				
<b>Upcoming Events</b>					
Contact Us	<b>2009 Undergraduate Caucus (Round-Up)</b>				
Undergraduate Caucus Packet	<b>Sep 26, 2009 10:00 am - Sep 27, 2009 10:00 am</b> (GMT-07:00) Mountain Time (US & Canada)				
AKA Home	<b>Event Type:</b> Cluster Meeting <b>Category:</b> Educational Seminar				
Mid-Western Region Home	<b>Description</b>				
Logout	<i>(This information is not available.)</i>				
	Early registration ends on 08/22/2009. Regular registration starts on 08/23/2009 and ends on 09/10/2009. Late registration starts on 09/11/2009. All times are 12:00am (GMT-05:00) Eastern Time (US & Canada).				
	 <a href="#">Register for this Event</a>				
	<b>Downloadable Documents</b>				
	Right-click on the "Document Name" hyperlink and select "Save Target As" to download and save the file.				
	<table border="1"><thead><tr><th>File Type</th><th>Document Name</th></tr></thead><tbody><tr><td>PDF</td><td><a href="#">2009 Undergraduate Caucus (Round-Up) Registration Packet</a></td></tr></tbody></table>	File Type	Document Name	PDF	<a href="#">2009 Undergraduate Caucus (Round-Up) Registration Packet</a>
File Type	Document Name				
PDF	<a href="#">2009 Undergraduate Caucus (Round-Up) Registration Packet</a>				

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Because you are in the system as a Graduate Advisor, you will have an additional register button – Group Registrations. Click on the *Group Registration* button.



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Online Store - Shirley Williams - Graduate Member, Expires 12/31/2009. [\[Logout\]](#)

Event Details  
2009 Undergraduate Caucus (Round-Up)



Select from the available registration fees for this event.

[CONTINUE SHOPPING](#) [VIEW CART](#) [ADD TO CART](#) [GROUP REGISTRATION](#)

Select the appropriate Fee Type.

NOTE: Some regions may have only one fee for all attendees while other regions may have different fees for Graduate and Undergraduate registrations.) This fee should typically default to *Undergraduate* Registration.

Scroll down to the bottom of the screen and click *NEXT*.

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**Event Group Registration Wizard**

1 2 3 4 5

**Select Fee Type - Event: "2009 Undergraduate Caucus (Round-Up)" - Organization: "Xi Eta"**

Please select the fee type for this event group registration if multiple fee types would be available.  
You can also select if the group registration should be based on an early, a regular or a late registration fee.

Fee Type: Undergraduate Registration

MEMBER	NON MEMBER
\$45.00	\$45.00

Cancel Next >

Click the check box for each member that will be attending.  
Click on the Page Number (above the badge name label) to display the remaining members and click their check boxes. When you have completed checking all members who will attend the Undergraduate Caucus, click the **NEXT** button.

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**Event Group Registration Wizard** 1 2 3 4 5

**Select Attendees - Event: "2009 Undergraduate Caucus (Round-Up)" - Organization: "Xi Eta"**  
Please select which of the following employees of your organization will be attending the event as part of this group registration.  
You can sort the columns by clicking on the column header, or use the pager (if available) to view and select more employees.

Badge Name	Sort Name	City	State	Country
<input checked="" type="checkbox"/> Bliss	Davis Bliss Monique	Aurora	CO	United States
<input checked="" type="checkbox"/> Ashley	Griffin Ashley LaVonne	Aurora	CO	United States
<input checked="" type="checkbox"/> Cynthia	Johnson Cynthia Rosharon	Tampa	FL	UNITED STATES
<input checked="" type="checkbox"/> Tiesha	Lampkin Tiesha Amarra	Aurora	CO	UNITED STATES
<input checked="" type="checkbox"/> Enjaneek	Lewis Enjaneek Micole	Aurora	CO	UNITED STATES
<input checked="" type="checkbox"/> Ona	Luistro Ona M.	Denver	CO	UNITED STATES
<input checked="" type="checkbox"/> Mikyla	Nelson Mikyla Renae	Fort Collins	CO	United States
<input checked="" type="checkbox"/> Vanessa	Nettingham Vanessa Lanee	Aurora	CO	United States
<input checked="" type="checkbox"/> Valencia	Peterson Valencia Marie	Denver	CO	United States
<input checked="" type="checkbox"/> LaQuilla	Phillips LaQuilla Kathryn	Aurora	CO	United States
<input checked="" type="checkbox"/> Rashina	Shambe Rashina Shakiya	Aurora	CO	United States
<input checked="" type="checkbox"/> Sheree	VanBuren Sheree Monae	Fort Collins	CO	United States
<input checked="" type="checkbox"/> Wogahta	Woldezghi Wogahta	Denver	CO	United States

« Previous   Cancel   Next »

A list of all the members checked will be displayed to allow you to enter registration demographics for **each** member. Select the Registrant Type—(Undergraduate Soror)--Enter the **Cluster #**

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**Event Group Registration Wizard** 1 2 3 4 5

**Enter Registration Information - Event: "2009 Undergraduate Caucus (Round-Up)" - Organization: "Xi Eta"**  
Please enter registration information for the following selected employees of your organization who will be attending the event.  
You can also review and accept the pre-populated information and just click on the NEXT button at the bottom of the page to continue.

**Bliss Monique Davis**

First Name: Bliss Last Name: Davis  
Badge Name: Bliss Registration Date: 08/21/2009 6th  
Badge Org: Xi Eta Registrant Type: [dropdown]  
Badge Title: [text] First Time Attendee: [checkbox]  
Badge City: Aurora Special Instructions: [text area]  
Badge State: CO  
Badge Country: United States  
Vegetarian Meal: [checkbox]  
Special Needs (please specify): [text area]

**Ashley LaVonne Griffin**

First Name: Ashley Last Name: Griffin  
Badge Name: Ashley Registration Date: 08/21/2009 6th

< Previous Cancel Next >

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A confirmation screen will be displayed listing all the registrants included on this group registration. Scroll down and click **ADD TO CART**.

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**Event Group Registration Wizard** 1 2 3 4 5

**Confirm Selections - Event: "2009 Undergraduate Caucus (Round-Up)" - Organization: "Xi Eta"**  
Please confirm the selected information below and click on the ADD TO CART button to add this group registration to your shopping cart.  
If needed, you can click on the PREVIOUS button to go back and change any of the selected information.

**Bliss Monique Davis**  
Badge Information: Bliss, Xi Eta, Aurora CO United States

**Ashley LaVonne Griffin**  
Badge Information: Ashley, Xi Eta, Aurora CO United States

**Cynthia Rosharon Johnson**  
Badge Information: Cynthia, Xi Eta, Tampa FL UNITED STATES

**Tiesha Amarra Lampkin**  
Badge Information: Tiesha, Xi Eta, Aurora CO UNITED STATES

**Enjaneek Micole Lewis**  
Badge Information: Enjaneek, Xi Eta, Aurora CO UNITED STATES

**Ona M. Luistro**  
Badge Information: Ona, Xi Eta, Denver CO UNITED STATES

**Mikyla Renae Nelson**  
Badge Information: Mikyla, Xi Eta, Fort Collins CO United States

« Previous   Cancel   Add to Cart

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Click on **CHECK OUT** at the bottom right of the screen.

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Online Store - Shirley Williams - Graduate Member, Expires 12/31/2009. [Logout]

Shop For:  
All Products  
Enter product name:  
GO  
VIEW CART

Featured Products & Promotions:

Shopping Cart UPDATE CART EMPTY CART CONTINUE SHOPPING CHECK OUT

Source Code: [v] Click on the (X) to remove item from your shopping cart.


	Quantity	Item Price	Price
X 2009 Undergraduate Caucus (Round-Up) Group Registration	1	\$585.00	\$585.00
Subtotal			\$585.00

Discount Code: [ ] APPLY DISCOUNT

UPDATE CART EMPTY CART CONTINUE SHOPPING CHECK OUT

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Click on the **Bill to Organization** radio button and select the Undergraduate Chapter to receive the bill.



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Checkout - Shirley Williams

[Logout] ADDRESS SHIPPING PAY ORDERS PAYMENT PLACE ORDER

**Billing Information**  
Please provide the following billing information. When finished, click "Next" button.

**Bill to Organization:** Xi Eta

**Bill to Home Address:**  
Shirley Williams  
20531 E. Mansfield Avenue  
Aurora CO 80013  
United States  
☎ (303) 680-0527 [Edit](#)

**Bill to Work Address:**  
Shirley Williams  
No work address available.  
☎ (303) 680-0527 [Edit](#)

**Bill to Billing Address:**  
Shirley Williams

**Bill to Other Address:**  
Shirley Williams

Scroll down and click **NEXT**.

<input type="radio"/> <b>Bill to Billing Address:</b> <b>Shirley Williams</b> No billing address available. ☎ (303) 680-0527 <a href="#">Edit</a>	<input type="radio"/> <b>Bill to Other Address:</b> <b>Shirley Williams</b> No other address available. ☎ (303) 680-0527 <a href="#">Edit</a>
<input type="radio"/> <b>Bill to Alternate Address:</b> <b>R</b> Full Name: <input type="text"/> <b>R</b> Address: <input type="text"/> <b>R</b> City/State/Zip: <input type="text"/> <input type="text"/> <input type="text"/> <b>R</b> Country: <input type="text" value="United States"/> <b>R</b> Phone: <input type="text"/>	

**R** Required Information

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Select **Purchase Order** as the Payment Method

(the Undergraduate chapter is being allowed to enter the registrations online and pay by submitting a chapter check. The registrations will not be considered CONFIRMED until the chapter check is received and applied to the group registration record.

Enter the check # you will be submitting in the Purchase Order field.

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Checkout - Shirley Williams [Logout]

ADDRESS SHIPPING PAY ORDERS PAYMENT PLACE ORDER

**Payment Information**

Please enter your payment information below. When finished, click "Next" button.

<sup>R</sup> Payment Method:

**Purchase Order** - Enter Purchase Order information in the fields provided below:

<sup>R</sup> Purchase Order #:

**Order Summary:**

Sub Total:	\$585.00
Shipping:	+ \$0.00
Tax:	+ \$0.00
Previous Orders:	+ \$0.00
Grand Total:	= \$585.00

<sup>R</sup> Required information






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A confirmation screen will be displayed showing the total for the group registration. The system will send a confirmation ONLY to the Graduate Advisor entering the group registration after the chapter check has been received and applied to the group registration.

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**Checkout - Shirley Williams**

[Logout]     

ADDRESS    SHIPPING    PAY ORDERS    PAYMENT    PLACE ORDER

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**Order Details**

Shopping Cart Items	Amount	Quantity	Total
2009 Undergraduate Caucus (Round-Up) Group Registration	\$585.00	1	\$0.00
<b>Subtotal</b>			<b>\$585.00</b>
		Taxes	\$0.00
		Shipping	\$0.00
<b>Invoice Total</b>			<b>\$585.00</b>

**Checkout Summary**

	<b>Grand Total</b>	<b>\$585.00</b>
	Payment	\$585.00
	Balance	\$0.00

**Shipping & Billing Information**

**Billing Address:**  
**Xi Eta**  
 COLORADO STATE UNIVERSITY  
 Box 506 Lory Student Center  
 FT. COLLINS CO 80523  
 UNITED STATES

**Payment Information**

Payment Amount:    **\$585.00**

Payment Method:    **Purchase Order**

The Checkout Summary lower part of the page displays below  
This is the FINAL step and the Grad Advisor submits the registration!

Payments	
Balance	\$0.00
<b>Shipping &amp; Billing Information</b>	
<b>Billing Address:</b> Xi Eta COLORADO STATE UNIVERSITY Box 506 Lory Student Center FT. COLLINS CO 80523 UNITED STATES	
<input type="button" value="Change"/>	
<b>Payment Information</b>	
Payment Amount:	\$585.00
Payment Method:	Purchase Order
<input type="button" value="Change"/>	
<b>E-mail Confirmation</b>	
<input checked="" type="checkbox"/> Send a confirmation e-mail to my primary e-mail address:	slwilliams83@comcast.net
<input type="checkbox"/> Send a copy of the confirmation e-mail to an additional e-mail address:	<input type="text"/>
<input type="button" value="← Previous"/> <input type="button" value="Back to Cart"/> <input type="button" value="Submit Order"/>	

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The final screen provides the confirmation number for the Undergraduate chapter's group registration and a confirmation email will be sent. If you have any questions on the Group Registration process please contact [mwrcevetta1908@hotmail.com](mailto:mwrcevetta1908@hotmail.com).