



Western Region Greek Association Leadership Conference Registration Instructions

This document will guide you through the newly enhanced conference registration process. You can now register all delegates from multiple councils plus one or more advisors and complete it all in one simple registration/payment process. You will also have the ability to complete your registration and split your payment method between checks and credit cards if needed. Please print out this resource prior to beginning your conference registration process.

PLEASE NOTE: Pricing is set for member councils of WRGA. If your campus is not a member, please complete the association membership registration process before registering for the conference.

Step 1: Determine who is registering your councils.

Registration can be completed by the Campus-Based Fraternity/Sorority Advisor (Preferred) or by a council officer/representative. During the conference registration process you will have the ability to register all of your campus governing councils (IFC, Panhellenic, NPHC, NALFO, NAPA etc.) and submit payment in one simple registration process. (**Note:** You can register delegates for both the WRGA Leadership Conference and the CSU Summit on the same registration)

Step 2: Go to the Conference Registration webpage

You can find the Conference Registration page by visiting www.wrqa.org. Select the Conference Registration option from the Annual Conference section to be re-directed to the correct webpage.

The Conference Registration Welcome Page will look like this:

Step 3: Fill in the Contact Information. (For Undergraduate Delegations - Campus Advisor Preferred)

Please fill out each of the required fields and select the appropriate contact type (ex: Campus-Based Professional; Council Officer/Representative; (Inter)National Volunteer/Representative, etc.).

When completed with this page, click the **NEXT** button.

PLEASE NOTE: The e-mail address you fill in on this form will be the e-mail address used for all correspondence from WRGA. If you register councils separately you may not use the same e-mail address twice.



Step 4: Contact Information & Delegate Registration Page

You will now fill out the contact information page. There are several components to this page that will be broken down in multiple steps.

At the top of the page is the registration status bar. This will indicate how far you are into the Conference Registration Process.



Step 4-A: Primary Registrant Information

At the top of the page you will see your name and e-mail address as you entered it in on the main registration screen. Please fill out the rest of the contact information including:

- **University or Organization** (Full name, no abbreviations)
- **Your Position Title**
- **First Name** (as it will appear on your name badge)
- **Greek Affiliation** (Full name, no abbreviations; N/A if not applicable)
- **Contact Address** (This is where you would like to receive correspondence from WRGA)
- **Work Phone**
- **Cell Phone**

Personal Information

If you would like a copy of your registration to be sent to someone else (treasurer, finance officer, administrative assistant, etc.) please place their e-mail address in the "CC E-Mail Address" box.

Name: Doe, John Email Address: jordank@aol.com

CC Email Address: kjordan@gmail.com *University or Organization: Westor College

*Position Title: Greek Advisor *Greek Affiliation (Full Name): Alpha Beta Gamma

Contact Information

If you are registering members of an undergraduate delegation, you may enter a general contact address(ex: Fraternity/Sorority Life Office, Student Union, etc.)

Contact Address

*Address: 2117 Smith Center

Suite, Office, Etc.: Box 415

*City: Galveston

State/Province: Texas

*ZIP/Postal Code: 55619

*Country: USA

Work Phone: 919/555-5555 *Advisor Cell Phone: 919/555-6666




Step 4-B: Adding Additional Delegates

Adding additional registrants is very easy! Simply fill out all of the information. Click on “Add Another Guest” until you’ve added all of your delegates.

- **First Name** (as it will appear on your name badge)
- **Last Name**
- **University or Organization**
- **Position Title**
- **First Name**
- **Greek Affiliation** (Full name, no abbreviations; N/A if not applicable)
- **Registration Type**
- **Special Meal Request**
- **ADA Requirements**
- **Roommate**
- **Hotel**

Additional Delegate Information
Use this section to enter the names of any additional delegates attending the WRGA Leadership Conference.

 **Registrant:**

Guest 1 Information

First Name: Last Name:
 University or Organization: Position Title:
 Email: Greek Affiliation (Full Name):
 Registration Type:

Please select which council this delegate is representing:

Special Meal Request:

Pursuant to ADA, please specify any specific needs:

Roommate Information
Many participants request information about possible roommates. If you are interested in the names of others interested in sharing rooms and willing to let your name be shared, please indicate in the box. Understand the WRGA cannot be responsible for the results of a match. It is up to each individual to make contact and arrangements.

Does the registrant need a roommate? Yes No


Please indicate which hotel the registrant will be staying at:

Other Information

Has the registrant attended the WRGA Leadership Conference before? Yes No

Is the registrant a member of Order of Omega? (Professionals/Volunteers Only) Yes No

Is the registrant a member of Gamma Sigma Alpha? (Undergraduates Only) Yes No

 **Add Another Guest**



Step 4-C: Primary Registrant Additional Information

Located immediately below the “Add Additional Guest” section are remaining questions related to the primary registrant. **Please fill these out carefully, especially the special meal request information.**

- **Special Meal Request** (If applicable)
- **Special Needs** (If applicable)
- **Travel Information**

Primary Registrant Additional Information ←

The questions below are related to the primary registrant only.

* Please select which council this delegate is representing:

Special Meal Request

Pursuant to ADA, please specify any specific needs:

Hotel Information

Many participants request information about possible roommates. If you are interested in the names of others interested in letting your name be shared, please indicate in the box. Understand the WRGA cannot be responsible for the responsibility of each individual to make contact and arrangements.

Does the registrant need a roommate? Yes No

* Please indicate which hotel the registrant will be staying at (Councils/Individuals not staying at the conference hotel will be charged \$100 per registrant):

Other Information ←

Has the registrant attended the WRGA Leadership Conference before? Yes No

Is the registrant a member of Order of Omega? (Professionals/Volunteers Only) Yes No

Is the registrant a member of Gamma Sigma Alpha? (Undergraduates Only) Yes No

Travel Information ←

* What is your method of travel to the conference

* Arrival Date (MM/DD/YYYY)

* Arrival Time (HH:MM)

Step 5-A: Item Selection: Conference Registration Rate; Pre-Conference Sessions; Meals

Item Selection Page

(You will have a similar page for each delegate registered with the corresponding registration rates)

Select the appropriate conference registration
(ex: Greek Summit or Western Region Greek Association Leadership Conference).

Please fill out the information below, then click Next to proceed. You will have a separate registration page individual you have registered. You will select the appropriate registration fee, pre-conferences and meals for delegate.

John Doe

Registration Items

Please select the appropriate Conference Registration Fee.

If you are registering for the Greek Summit ONLY, please select the option under "Registration Items" below. If you are registering for both the Greek Summit AND the 2008 WRGA Leadership Conference, please select the WRGA Leadership Conference Registration Item below, and select the Greek Summit "Pre-Conference Session".

Greek Summit Registration \$75.00
Please select this option if you are attending the CSU Greek Summit only.

If you are attending the CSU Greek Summit **AND** the 2008 WRGA Leadership conference, please select the WRGA Conference Registration item below, and then select the CSU Summit Pre-Conference.

Western Region Greek Association Leadership Conference Registration ← \$225.00
Please select this option if you are attending the 2008 WRGA Leadership Conference.



Step 5-B: Select Pre-Conferences & Meals

Item Selection Page

(You will have a similar page for each delegate registered with the corresponding registration rates)

Select the appropriate pre-conference session (if applicable) for the current delegate.

For a full description of the offered pre-conference session, you can visit the WRGA website.

Item Selection Page

(You will have a similar page for each delegate registered with the corresponding registration rates)

Each registration also includes either two meals (undergraduates) or three meals (professionals). Using the check box, please indicate if the registrant/delegate will be attending that meal.

On this screen, you may also select bus trips, a service learning opportunity and multiple other items.

Pre-Conference & Meal Selection

This Section applies to WRGA Leadership Conference Registrants, Greek Summit Only Registrants, please click "Next" at the bottom of this page.
Thursday, April 10, 2008

8:00 AM - 5:00 PM	Greek Summit	<input type="checkbox"/> \$75.00
<p>The annual California Greek Summit will be held prior to beginning of the 2008 Western Region Greek Association Leadership Conference. Participants may select this option if they plan to attend both the Greek Summit and the full Western Region Greek Association Leadership Conference.</p> <p>The California State University System wide Greek Summit was developed by the Council of Vice Presidents in recognition of the critical roles that fraternities and sororities play on our campuses. The theme for the 2008 Greek Summit is "Revisiting Shared Principles for Greek Life Organizations and California State Universities." We will discuss the Shared Principles as a step toward their revision, if necessary, and eventual re-affirmation.</p> <p>A continental breakfast and lunch will be served during the summit. For additional information, please contact Caitlin Roberts at crobert5@csulb.edu or (562) 985-7501.</p>		
11:45 AM - 5:30 PM	Alcatraz Tour (Pre-Conference)	<input checked="" type="checkbox"/> \$58.00
<p>Participants will depart the conference hotel at 11:45 AM and return by 5:30 PM. Registration includes light lunch & ticket to Alcatraz.</p>		
1:00 PM - 5:00 PM	(STRENGTH)en Your Fraternity & Sorority Community!	<input type="checkbox"/> \$50.00
<p>(STRENGTH)en Your Fraternity & Sorority Community! This exciting pre-conference will launch participants into Gallup International's world-renowned StrengthsQuest™ program. Participants will be provided with an introduction to the Strengths Philosophy and how to utilize the concepts and ideas associated with StrengthsQuest™ in the chapter or community setting. All participants will receive a free Strengths Finder code to complete the Strengths Inventory prior to attending the pre-conference. Undergraduates AND Professionals are welcome and encouraged to attend! Take the first steps to (STRENGTH)ening your community!</p> <p>Special Registration Note: Registration for this Pre-Conference will close on 3/31/2008.</p>		
Friday, April 11, 2008		
12:15 PM - 1:45 PM	Affiliation Luncheon	<input checked="" type="checkbox"/> Incl. with f
<p>This meal is included with your registration. Please check the box if you plan to attend this meal.</p>		
6:00 PM - 11:00 PM	Bus Trip to Fisherman's Wharf	<input checked="" type="checkbox"/> \$25.00
<p>The bus will depart the conference hotel at 6PM and drop participants off at Fisherman's Wharf. Bus will depart Fisherman's Wharf at 11 PM to return to the hotel.</p>		
6:00 PM - 11:30 PM	Bus Trip to San Francisco Giant's Baseball Game	<input type="checkbox"/> \$38.00
<p>Bus will depart the conference hotel at 6PM and drop off at the AT&T Baseball Stadium. Bus will depart at 11:30 PM to return to the conference hotel. Price includes cost of the transportation & baseball ticket.</p>		
7:00 PM - 10:00 PM	National Panhellenic Conference Dinner	<input type="checkbox"/> \$50.00
<p>NPC Delegates, Area Advisors and friends are invited to the annual NPC Dinner. This event will take place in Scalini Restaurant on the hotel mezzanine.</p> <p>PLEASE NOTE: ONLY NPC DELEGATES MAY REGISTER FOR THIS EVENT</p>		
Saturday, April 12, 2008		
10:00 AM - 6:00 PM	Service Learning Opportunity	<input checked="" type="checkbox"/> \$25.00
<p>Service to others is a shared core value of our fraternities and sororities. To honor this value, we have included a Service Project opportunity as an exciting new addition to the 2008 WRGA Leadership Conference! Participants will have the opportunity to impact the surrounding Berkeley/Burlingame community through service. The day will begin with a tour of the University of California-Berkeley campus by current Greek students from Berkeley. After a lunch participants will be bussed to two service locations:</p> <ul style="list-style-type: none"> • Chaparral House: Volunteers will participate in an outdoor beautification project • Women's Daytime Drop In Center: Volunteers will be assembling care packages. <p>The day will conclude with a debriefing session where participants will have a chance to share their thoughts about the day. This experience is limited to the first 40 students and 5 campus-based professionals that register.</p>		



Step 5-C: Select any Optional Items (Order of Omega Case Study, Ask the Expert, Add'l Meal Tickets)

Optional Items

You may select to have your delegation participate in the Order of Omega Case Study and/or the Ask the Expert Program. You may select these options here.

You may also elect to purchase additional meal tickets if you have any special guests or additional delegates attending a single meal that will not be attending the entire conference.

When you have checked all of the boxes that apply to this delegate, please click the **NEXT** button.

Optional Items

This Section applies to WRGA Leadership Conference Registrants, Greek Summit Only Registrants, please click "Next" at the bottom of this page.

The Professional Institute

Professionals Institute: Everything Old is New Again!

We think we know leadership... we believe we are effective in "challenging the process"...that we know how to "get the right people on the bus"...but do we REALLY practice what we read, let alone preach? This new experience is designed as a series of modules that will be offered during the educational breakouts and will be structured to permit you to come in/out as your conference commitments allow.

Facilitated by: Mike Hayes University of Maryland and past President of the Association of Fraternity Advisors

The professional pathway is included with your registration fee. Please indicate if you will be attending these sessions.

Ask the Expert

Ask the Expert is an opportunity for members of a delegation to sit down with experienced fraternity/sorority professionals and/or volunteers to discuss solutions strategies for improvement of your campus fraternity and sorority community. **Please note: Only one person (advisor, delegate, etc.) from your delegation should sign your council(s) up for this event.**

Order of Omega Case Study

The Order of Omega Case Study is a case study competition with teams comprised of an undergraduate student and a professional or graduate student advisor. **Each delegation is eligible to register one team (One Advisor Graduate Student & One Undergraduate).** Case study participants will be selected on-site. **If registering for this event, and you do not have a partner (ex: advisor), you may still register and we will attempt to match you on-site.**

Winners of the Order of Omega Case Study will receive a cash prize at the Awards Banquet on Saturday night!

Affiliation Luncheon (Additional Meal Ticket)

Please indicate the number of additional meal tickets needed for this meal. \$40.00

Step 6-A: Verify Your Registration Items (For All Registrants/Delegates)

Carefully Review Your Registration Items. If you have made a mistake use the **PREVIOUS** button to go back. Please do not use the **BACK** button on your browser.

You will be able to see the appropriate information for each delegate you have registered. Each delegate will have a cost subtotal with a master total due at the bottom of the summary.

Registration Summary

Please review your order summary carefully. Please verify that you have made the appropriate selections for each confer delegate/attendee.

ORDERS

Registration Items	Price	Total
John Doe		
Western Region Greek Association Leadership Conference Registration	\$225.00	\$225.00
Pre-Conference Session & Meals		
Alcatraz Tour (Pre-Conference)	\$58.00	\$58.00
Affiliation Luncheon	Incl. with Registration	Incl. with F
Bus Trip to Fisherman's Wharf	\$25.00	\$25.00
Service Learning Opportunity	\$25.00	\$25.00
Additional Items/Charges		
The Professional Institute	Incl. with Registration	Incl. with F
Ask the Expert	Incl. with Registration	Incl. with F
Affiliation Luncheon (Additional Meal Ticket)	\$40.00	\$40.00
Order Subtotal		\$373.00
Bob Smith		
Western Region Greek Association Leadership Conference Registration	\$200.00	\$200.00
Pre-Conference Session & Meals		
Greek Summit	\$75.00	\$75.00
Etiquette Luncheon	\$55.00	\$55.00
Awards Banquet	Incl. with Registration	Incl. with F
Breakfast with David Stollman	Incl. with Registration	Incl. with F
Order Subtotal		\$330.00
		Total: \$703.00



Step 6-B: Credit Card Payments (If paying by check, please skip to 7-C)

Paying by Credit Card (MasterCard & Visa)
Please select the Credit Card indicator and enter in your information. Please verify your information BEFORE you click the FINISH Button.

Please Note: The system will pre-populate address information. **The address on this screen must be the address where the credit card billing statement is mailed to.** You may change this information here without altering your master registration record.

Once complete, click the FINISH Button.

Step 6-C: Check Payments (Mailing Check - E-Checks not Currently Available)

Paying by Check (Mail)
Please select the Offline indicator and click the FINISH Button.

Checks must be mailed to:
WRGA Conference Registration
ATTN: Kyle Jordan
PO Box 784
Hillsborough, NC 27278-0784

Step 7: Membership Registration Confirmation Page

Please print a copy of this page for your records. If you are mailing in your payment, please be sure to include a copy of the front page of your confirmation with your payment to ensure that your payment is properly processed.

Checks must be mailed to:
WRGA Conference Registration
ATTN: Kyle Jordan
PO Box 784
Hillsborough, NC 27278-0784

Step 8: Conference Registration Complete. (Don't forget to mail in your payment if you have a balance due!)