

HOW TO REGISTER

First, review the program and choose your workshops or collect the workshop preferences of everyone in your group. Then visit the registration webpage on the HTAV website and follow your preferred registration process.

Attention HTAV Members! Log into the HTAV website to access the member rate. If attendees are covered by a school membership, everyone—including you—must be linked to that membership to qualify for discounted member pricing and for invoicing your school for payment.

REGISTER MYSELF. Submit.

1. Enter your details and select your workshop choices. Please ensure your email address is correct. Click Submit.
2. Check the order and click Complete Order.
3. Enter your details in the Billing Address Details section. Scroll to the bottom of the page and click Next: Shipping Method.
4. Choose your preferred payment method. Scroll to the bottom of the page. You will need to agree to the Terms and Conditions to proceed. Click Next: Payment Details.
5. Add your payment information and click Submit Order.
6. The registration is secured and you will receive email confirmation shortly. Closer to the event, you will receive additional information at the email provided at registration.

REGISTER ANOTHER PERSON. Submit.

1. Enter the information of the person attending and click Next.
2. Check their details and select their workshop choices. Please ensure their email address is correct. Click Submit.
3. Check the order and click Complete Order.
4. Enter your details in the Billing Address Details section. Scroll to the bottom of the page and click Next: Shipping Method.
5. Choose your preferred payment method. Scroll to the bottom of the page. You will need to agree to the Terms and Conditions to proceed. Click Next: Payment Details.
6. Add your payment information and click Submit Order.
7. The registration is secured, and you will receive email confirmation shortly. Closer to the event, the attendee will receive further details at the email address provided during registration.

REGISTER MYSELF AND A GROUP OF OTHER PEOPLE. Submit.

1. Enter your details and select your workshop choices. Please ensure your email address is correct. Click Submit.
2. Reserve additional registrations by entering the amount in the comment box. Click Reserve.
3. For each registration, click on the Update registration details link. Enter the information of the person attending. Click Next.
4. Check their details and select their workshop choices. Please ensure their email address is correct. Click Submit.
5. Repeat for any additional registrations. When ready, click Add Group to Cart.
6. Check the order and click Complete Order.
7. Enter your details in the Billing Address Details section. Scroll to the bottom of the page and click Next: Shipping Method.
8. Choose your preferred payment method. Scroll to the bottom of the page. You will need to agree to the Terms and Conditions to proceed. Click Next: Payment Details.
9. Add your payment information and click Submit Order.
10. The registration is secured and you will receive email confirmation shortly. Closer to the event, all attendees will receive additional information at the email provided at registration.

REGISTER A GROUP OF OTHER PEOPLE ONLY. Submit.

1. As the person paying, please ensure your details are correct. Click Submit.
2. Reserve the registrations by entering the amount in the comment box. Click Reserve.
3. For each registration, click on the Update registration details link. Enter the information of the person attending. Click Next.
4. Check their details and select their workshop choices. Please ensure their email address is correct. Click Submit.
5. Repeat for any additional registrations. When ready, click Add Group to Cart.
6. Check the order and click Complete Order.
7. Enter your details in the Billing Address Details section. Scroll to the bottom of the page and click Next: Shipping Method.
8. Choose your preferred payment method. Scroll to the bottom of the page. You will need to agree to the Terms and Conditions to proceed. Click Next: Payment Details.
9. Add your payment information and click Submit Order.
10. The registration is secured and you will receive email confirmation shortly. Closer to the event, all attendees will receive additional information at the email provided at registration.