TOP TEN TIPS
FOR ONLINE REGISTRATION
1. UNDERSTANDING THE ‘VIEW’ AND ‘EDIT’ FEATURE NEXT TO YOUR REGISTRATION

Clicking on the ‘View’ button instead of the ‘Edit’ button next to your conference registration when attempting to make changes will only show you what you have completed thus far and will not allow you to proceed to the next step links. Click on the ‘Edit’ button next to your registration to make changing to already existing completed steps and to see the link to start the next step in the process.
2. I CAN’T FIND MY REGISTRATION?

Please click on the ‘Profile’ button at the top right corner of your screen when logged-in. This will take you into your profile to see a few different helpful tabs including ‘My Records, Background Guides, Additional Documents/Resources, and Videos.’ You will need to click on the ‘My Records’ tab to view your conference registration. Through here you can click on the ‘Edit’ button next to your conference registration to make edits or proceed to the next steps of the registration process.
3. I ADDED/DECREASED PARTICIPANTS IN STEP 1, NOW WHAT?

You will need to proceed to edit each step of the registration process to reflect the changes including your room-type and occupancies, participant data, and rooming list. Once any portion of the registration has been changed, the steps beyond the change will also need to be altered/updated as well.

4. MY POSITION PAPERS DID NOT UPLOAD

Please ensure you click the ‘Submit’ button at the bottom of the page after each paper has completed uploading into the system. You are able to upload all papers at once; however, we recommend you enter a few at a time, submit the page, and then re-enter the page again (‘Edit Step 3’) through the edit feature of your conference to add the remaining papers.
5. **DO I HAVE TO PAY ALL AT ONCE?**

No, do you do not need to pay all at once. You will need to at least provide MMUN with your rooming selections by the “Freeze Date” listed in ‘Step 1a’ of your registration and/or the conference information page on the website. To give MMUN your rooming selections, simply enter ‘Step 2a,’ complete the rooming grid, and submit the page with a minimal payment so your selections are saved (even $1). You can then make slow payments toward your total up until the posted deadlines in your conference information page. Each conference may differ in deadlines so please ensure you are familiar with the key dates.

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**Grade Level**

Your below selected participant numbers are binding as of the listed date. This means that you are financially responsible for the indicate numbers and you will be unable to decrease past this date (numbers freeze). After this date, you will ONLY be able to add participants if space is available (otherwise you will need to fill-out the waiting list form for the increased number only). You are also required to complete ‘Step 2a’ (Room-type and Occupancy Selection) by the below date. You do not need to be paid in full by this date; however, at least have your rooming selections made. Payments can be made slowly towards your total after this date up until the payment deadline (please see your conference information page for important dates).

**Participant Numbers Freeze Date:**
Oct 14th, 2019

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Select the Grade Level of your Student Delegates *

- Upper Elementary
- Middle School

'Step 1' of the registration process
6. **CAN I MAKE A CHANGE AFTER THE FINAL DEADLINE?**

No, once the final deadline has past, all information must be correctly submitted to MMUN including position papers by this date. This information is needed for UN/FAO security lists, as well as, creation of all conference material. The only change that can be made after this time is a participant “swap.” In these cases, these swapped participants are not able to attend the UN or FAO as lists are transmitted to the UN/FAO for security clearance at the final deadline.

7. **DON’T FORGET TO CLICK THE SUBMIT BUTTON IN EACH STEP**

Please ensure to click the submit button when in the edit feature of the conference registration. This will save the step including any changes you may have made. The submit button will only be visible in the edit feature (not the view feature).

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**Choose A Payment Option**

- Credit Cards
- PayPal
- **Wire Transfers**

You must add a $15 USD (or 15 Euros for Rome Conference) wire transfer fee to all sent wires. You must also send the confirmation from your bank to accounting@montessori-mun.org within 7 business days with your school name attached or your selections will not be reserved and released back to the pool.

**Purchase Email**

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SUBMIT
8. SPELLING ERRORS

Please ensure to double and triple check the spelling of each name within ‘Step 2b’ (Participant Data Entry), as all conference materials are generated from here. Please do not capitalize every letter of each name and enter proper formatting (capitalize the first letter of each name only). Please note, no on-site changes will be made as a result of spelling errors made on the portal by the teacher coordinator. Only handwritten badges will be re-issued on-site which will not contain all the information the original pre-printed badge contained.
9. **MY MUSIC DIDN’T UPLOAD FOR MY CULTURAL PERFORMANCE NIGHT APPLICATION**

*Please ensure you first upload the file in its entirety and then do not forget to click the submit button at the bottom of the page. Remember it is the submit button which saves the information!*

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**Upper Elementary Performance**

**Name of Performance**
Taste of the Islands

**Description of Performance**
Traditional Greek Dance Performed in Traditional Clothing

**Number of Participants Involved in Performance:**
20

**Upload Audio File (if needed, see requirements above):**
- Greek Island Dance.mp3

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**‘Step 3’ of the registration process**
10. **ON-SITE REGISTRATION TIME SLOT**

Please ensure to check the conference schedule posted within the conference information page to obtain the on-site registration dates and time range when choosing your time-slot. Times requested that are outside the conference schedule posted times will be given random time-slots. Please also take into account any tours/lunches/meetings you may have organized, prior to submitting your requested time-slot in Step 3. We generate/assign the on-site registration time slots after the final deadline. It is difficult to switch around time slots after the deadline as all schools have made their selections and our team organizes the schedule accordingly including staffing necessary during each slot.

Date and Time Slot Request For On-Site Registration (Please view the conference schedule for on-site registration dates)

Date *

11/15/2019

Time *

10 00 AM

'Step 3' of the registration process