

## Online registration instructions for

# NH EXCELLENCE IN EDUCATION AWARDS

Please go to the link provided in the email to enter your seating registrations online.

- Collaborative Partners must use their PROMO CODE to have the proper options for pricing show up. Be sure to enter the code and then hit the “APPLY” button so the correct price shows up. Collaborative Partners receive 10 seats which are pre-paid. If you are registering more attendees than the original number of seats you have pre-paid, you will need to be sure to select the “Individual seats” pricing choice for all those over the pre-paid number.
- If the Primary Contact is NOT ATTENDING, please be sure to choose “I am the Contact Person, however I am NOT attending” choice under FEE. Otherwise, the Primary Contact will be assumed to be one of the attendees. This is true for Collaborative Partners as well as all others registering.
- Use the “Name of Award recipient”, “Name of Award recipient GUEST”, and the “Names of Schools of Excellence 5 complimentary attendees” fields to enter any award recipient names—DO NOT ENTER THEM UNDER THE Attendee Information section. REMEMBER THAT THESE ARE INCLUDED IN THE OVERALL TABLE SEATING COUNT.
  - EX: If you have an award winner and a guest, you can only register 8 more people to complete a table of 10. You can register more than 10 attendees. If you are not filling complete tables of 10, we will do our best to keep people with their groups--we cannot promise that will happen.
- When registering your attendees, use the actual names of the attendee. This year you are not allowed to register them as “Guest” or as a generic registration. You must have attendee names when you register. You may register someone and then register their spouse as Husband/Wife for first name and then the last name if you do not know the spouse's first name. We require names because we had (in the past) several people registered multiple times under different tables which led to 12 over-subscribed seats. Having the names lets us solve those dilemmas before the event.
- Reservations will be applied to tables in the order they are registered. At the event- tables are assigned but the specific seats are not assigned individually. IF your organization has more than one table, you can shift the seating at those tables HOWEVER award recipients MUST sit at their assigned table so the EDies Ambassadors can find them to bring them up at the time of their award presentation.
- As this is the 25<sup>th</sup> EDies Awards Celebration, it is anticipated that seating will be at a premium. Please be aware that the May 19<sup>th</sup> deadline is firm. Schools of Excellence will be given a small amount of leeway, however the cut off dates for registration and names for attendees is imperative.

If you are completing a reservation for a recipient of an award and you are not certain about the free seats, please contact the EDies office: 603-228-1231.