



2018 ITA Coaches Convention Registration Instructions

Welcome to ITA's new online registration system!

The system utilizes the existing login and password previously setup for our coach members. Detailed instructions are below.

Step 1

1. Visit the 2018 ITA Coaches Convention website to begin the registration process.
 - a. Website: <https://www.itatennis.com/convention>
2. Click the Register Now link. You will be forwarded to Sign In page when you will be prompted to enter your username and password.

Step 2

Coach members who have previously signed in to pay dues for the 2018-2019 membership year should sign in using their official school email address and previously-selected password. By default, your username has been set as your official school email address. Once successfully signed in, you will be forwarded to the online registration system.

Sign In

Username

Password

☐ **Keep me signed in**

Sign In

[Forgot username?](#) | [Forgot password?](#)

[Create a new account](#)

If you do not remember your password, click the Forgot Password link. Enter your email address into the Username field and click Submit. You will then receive an email address containing a link to reset your password. For security purposes, this link will expire after 20 minutes, so be sure to check your email shortly after submitting the request.

If you have forgotten your username, click the Forgot username link. When prompted, enter your email address and click Submit. If you have a record in the system, an email will be sent to you email address with your username.

If you are unable to access the site using the steps above, click the Create a New Account link and follow the steps to create a new account.



Step 3

Once you are authenticated to our system, it is time to complete your registration. Follow the instructions below to register yourself only, or yourself plus assistant coach.

2018 ITA Coaches Convention

HEAD COACH
\$400

HEAD COACH + 1 ASST.
\$575

HEAD COACH + 2 ASST.
\$750

ASSISTANT COACH
\$175

AFFILIATE MEMBER
\$435

GUEST
\$100
Amount for 1st additional guest

[Cancellation Policy](#)

Price 400.00
When 12/14/2018 - 12/17/2018
Where Naples Grande Beach Resort
 475 Seagate Dr.
 Naples, FL 34103
 UNITED STATES

[Register Myself](#)
[Register Someone Else](#)

Last day to register is 12/17/2018
 My registration status: Not registered

☐ Only display program items in registrant's itinerary

Friday, 14 December 2018	
12/14/2018	Additional Banquet Guest(s)
Price	100.00

To Register Yourself Only

1. Click the Register Myself button. The system will automatically assign the appropriate pricing based off your existing record type.

[Register Myself](#)

2. (Optional) If you are adding an additional dinner guest for the banquet, click the Add button next to Additional Banquet Guest(s). You will be prompted to enter your guest name, and Save Response.

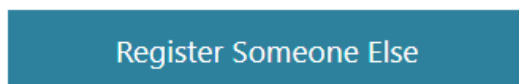
Friday, 14 December 2018	
12/14/2018	Additional Banquet Guest(s) In Itinerary
Remove	Price 100.00
*Please enter the name of the guest(s) that will be attending the banquet. <input type="text" value="Sample Guest"/>	
Save Response	



3. Click Proceed to Checkout. You will be forwarded to our secure shopping cart to check out and pay for your registration.

To Register Yourself and Assistant Coach

1. Follow steps 1-2 above to first register yourself.
2. Click the Register Someone Else button



3. When prompted to select an existing contact, start typing the name of your Assistant Coach. Click the name once it appears in the list.

Note: If your Assistant Coach does not appear in the list, please Contact Us for further assistance. You may still pay for your own registration at this time.

4. Click Save and Close

5. Repeat this process to add an additional Assistant Coach.
6. When finished, click Proceed to Checkout. You will be forwarded to our secure shopping cart to



To Checkout

1. Verify that all of your registration totals are correct.
2. Select your payment card type from the list.
3. Enter your credit card information

Note: If your credit/debit card billing address is different than the address that is listed on your account, click Choose another address to add the appropriate billing address.

4. Click Submit Order.

Once your order has been successfully processed, you will be forwarded to an Order Confirmation page, which can be printed or forwarded to another individual. You will also receive a copy of the Order Confirmation via email.