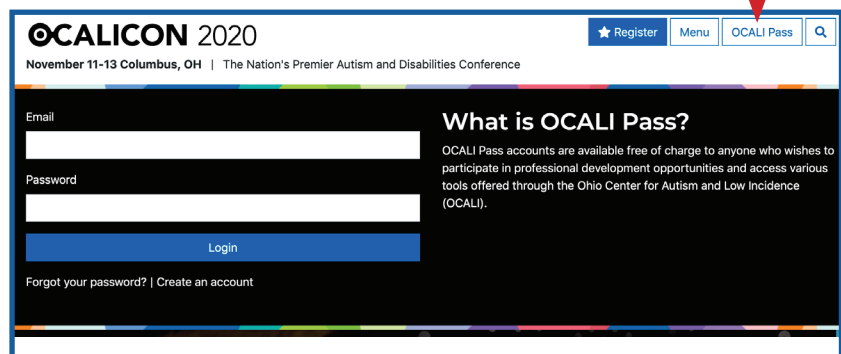


OCALICON 2020

Group Registration: How to register for the \$200 group rate (10 or more attendees)

Step one: Create or sign-in to your OCALI Pass using your email at www.ocalicon.org.

If you previously attended OCALICON your OCALI Pass will be associated with the email you received OCALICON communications through.



Step two: Once you have signed in or created your new OCALI Pass, you will be at the OCALI Pass home screen. Select "OCALICON Registration- Register Now"

Step three: Under "Full Conference Options" select "Full Conference - Group Rate (10 or more)". Scroll down to bottom and select the "Continue registration" button.

If you are registered for another rate or presenting at the conference you will not see this rate. Questions? Email events@ocali.org



Step four: Fill out registration questions. Then select "Continue registration" button.



Step five: Confirm the registration summary is correct. Then select "Pay with Purchase Order"

Step six: Select "Add to Existing Purchase Order" and enter your system generated 4-digit PO ID and select "Search for an Existing Purchase Order".

Purchase Order Number: Your PO Number

Purchase Order Organization: Your Organization Name



Verify that the PO organization is correct and "Add to this Purchase Order" and upon submission, you will receive an email confirmation!

What if I do not have a four-digit PO ID?

Check with your group/organization contact to make sure no one has a system generated PO ID for your purchase order.

If not, you will fill out the "Create a new Purchase Order Payment". This will generate a four-digit PO ID to share with other group members.

See you in November!
Need Assistance? Question? Email events@ocali.org