

PA Registrar Resource

Switching from one session to another

This process is dependent on space in sessions.

Log in to your conference admin page.

Log in with your webmail account

User Name

Password

[Log in](#)

Select “Conference Registration List” and click Enter.

Reporting

- Workshop Attendance Report
- Workshops Master List
- Conference Registration List
- Payment Summary Report
- Download

PA Registrar Resource

Switching from one session to another

From your conference registration list, you can search the delegate's name. Once found, you can click "edit".

Conference Registration List

Click [here](#) to print the summary

Display only completed registrations

[Return to Conference](#)

Show entries Search:

Name	Email	Completed Registration	Last Changed	Paid	Email Sent	Actions
Amanda O'Regan-Marchand	ammarchand@nstu.ca	9/21/2023 10:24:24 AM	9/21/2023 10:24:24 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Archive Email Pay
Amanda O'Regan-Marchand	amarchand@staff.nstu.ca	4/8/2024 9:47:45 AM	4/8/2024 9:47:45 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Archive Email Pay
Michelle Milley	amorx03@yahoo.com	1/15/2024 9:07:57 AM	1/15/2024 9:07:57 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Archive Email Pay

Showing 1 to 3 of 3 entries Previous Next

[Return to Conference](#)

You should now see this screen and you should be able to select a new session for that member. **You MUST** select a second choice, or you will not be able to proceed. Click "save progress" and you should be good to go.

Sample PA Conference

Session A
(Friday, 9:00 AM - 10:00 AM)

	Attendance	1	2
A1 Sample Workshop A1	2 / 25	<input checked="" type="radio"/>	<input type="radio"/>
A2 Sample Workshop A2	1 / 25	<input type="radio"/>	<input checked="" type="radio"/>

[Clear](#)

Session B
(Friday, 10:30 AM - 11:30 AM)

	Attendance	1	2
B1 Sample Workshop B1	3 / 25	<input checked="" type="radio"/>	<input type="radio"/>
B2 Session Workshop B2	0 / 25	<input type="radio"/>	<input checked="" type="radio"/>

[Clear](#)

Session C

[Save Progress](#)

You can verify the new session for that person in the workshops master list.