



REGISTRATION IS UPON US!!!

Your guide to a happy, successful and zen registration!

October 3, 2016

Dear ACDA Baja and West Region Members,

The thought of each faculty representative sitting at their computer anxiously counting down the seconds until registration opens brings a smile on my face. Knowing that we are all doing the same thing. . . hundreds of miles apart. . . for the same reason of providing our students with the most spectacular opportunities speaks volumes about our ACDA community. Your commitment to ACDA and your support of the conferences is what keeps ACDA growing and expanding. Thank you.

This year, ACDA is happily poised with 13 conferences so all members have the opportunity for in-region priority. Baja and West members have the additional opportunity for a week when you are able to register for either the Baja or West conference before they open to ACDA members from around the country.

Making sure you are secure on policy and procedures will help you navigate the registration waters. Below you will find a succinct list of dates and times to use as a guide for your region's conference. In addition, taking time to look over your host school's conference website will also assist you with planing and registration. You may discover whether or not the host will accept credit card payments; you will find the student per school registration caps, if any; and you WILL find tons of useful information including detailed registration instructions.

ACDA asks that you keep the following in mind as you register for your conference:

- All previous unsettled debts to the national office or a previous conference must be cleared before registering.
- A reminder that the adjudication fee has increased to \$150 per piece.
- Remember that registrations are not guaranteed until payments or proof of intention to pay are received within two weeks of registering.
- Only register the number of people you are committed to bringing. A \$25.00 fee will be assessed on each cancelled registration.

- There are not refunds on paid registrations.

Despite what may appear to be an extensive list of *dos* and *don'ts*, rest assured the process was designed to create and establish fairness for all our member institutions.

Never hesitate to contact the national office with any questions or concerns you have.

Debra Knapp
ACDA Vice-President for Membership

NEW POLICY: INFORMAL PERFORMANCES

During the first three days of registration, schools and individuals may request an informal slot during online registration. After three days, the host institution will reserve slots with priority given to schools with no reserved adjudication slots. Additional slots will be given to schools with adjudication slots based on time stamp of their registration. All schools requesting slots will be informed of their status. If additional slots are available after the initial three-day request period, they will be filled on a first registered/first reserved basis.

NEW POLICY: HOLDING ADJUDICATION SLOTS

To reserve adjudication slots, institutions must officially register student(s). Any adjudication registration without a corresponding school registration of student(s) will be canceled.

REGISTRATION RESTRICTIONS AND OPENING DATES BAJA and WEST REGIONS

Wednesday, October 5, 2016

Registration opens at 9:00AM for in-region ACDA members

Thursday, October 13, 2016 (note new date):

Reciprocal registration opens at 9:00AM
Baja and West Members may register for either the Baja or West Conference

Wednesday, October 19, 2016:

Registration opens for all ACDA members.

Note that times are different across the country.

Pacific Time Conferences: 9:00 AM

Mountain time Conferences: 10:00 AM

Central Time Conferences: 11:00 AM

Eastern Time Conferences: 12:00 PM

Wednesday, October 26, 2016:

Student registrant caps per school, if any, are lifted at 9:00AM

Wednesday, November 2, 2016:

Open Registration begins at 9:00AM. Includes ACDA members, Non-Members, and any schools attending a second conference.

INVITATION CODES

Current members should have already received an email with an invitation code for either the Baja or West region by **October 3rd**.

If you are a Baja or West current member and have not received a your regional invitation code via email, contact the [ACDA national office](#) immediately.

Registration opens October 5 @ 9:00AM

If you are a current Baja or West member and have not received an invitation code via email, contact the ACDA national office immediately.

Current members should receive an email with an invitation code for reciprocal Baja/West registration by **October 11th**.

Current members should receive an email with an invitation code for all conferences by **October 17th**.

Please contact the [ACDA national office](#) if you are a current ACDA member and do not receive an email with the appropriate invitation code by the stated dates or if you are in the process of becoming a member.

Save yourself aggravation when you register:

DO START A NEW REGISTRATION—EVERY YEAR

DO CREATE A NEW PASSWORD—EVERY YEAR

DO NOT USE AN OLD PASSWORD TO START YOUR REGISTRATION

(Trust us. You'll be happy you did!)

Take the time to read through registration instructions prior to registration start time. Instructions are available for download on every conference website.

BROWSER ALERT

Use Firefox or Chrome for viewing conference websites and for online registration.

Safari and Outlook do not work correctly.