

Your guide to a happy, successful and zen registration!



We all know how it goes...

Sweaty palms, fingers poised on your keys, strict attention to Greenwich Mean Time, the faces of 20 enthusiastic dancers lurking outside your office door, the racing heart - it could only mean it is time to register for your conference. This year, ACDA is happily poised with 12 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 that the host WILL accept credit card payments, you may find no registration caps, you WILL find tons of useful information.

ACDA would like you to keep the following in mind as you register for your conference:

1. All previous/unsettled debts to the national office or a host school must be cleared before registering.
2. Please note that the adjudication fee has increased to \$150 per piece.
3. Remember that registrations are not guaranteed until payments are received.

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.

Now, get them typing fingers ready!

REGISTRATION RESTRICTIONS AND OPENING DATES **BAJA and WEST REGIONS**

Wednesday, October 7, 2015

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

Wednesday, October 14, 2015:

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

Wednesday, October 21, 2015:

**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 28, 2015:

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

Wednesday, November 4, 2015:

**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 12th**.

Current members should receive an email with an invitation code for reciprocal Baja/West registration by **October 12th**.

Current members should receive an email with an invitation code for all conferences by **October 19th**.

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 NOT USE AN OLD PASSWORD TO START YOUR REGISTRATION

START A NEW REGISTRATION--EVERY TIME

CREATE A NEW PASSWORD--EVERY TIME

(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.

Not a member? Visit our [website](#) for more information on ACDA

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