

Guide to Registering for the Nebraska Young Child Institute

1. Create an Account

The first thing you'll need to do to register for the Nebraska Young Child Institute is create an account (if you don't have one already). To create an account or sign into your existing one, click the "my account" link in the navigation bar at the top of any page on our website:

www.neyoungchildinstitute.com.



3RD BIENNIAL NEBRASKA YOUNG CHILD INSTITUTE



Latest Tweets



For the purposes of this guide, we'll assume you don't have an account yet. Once you click the "my account" button, you'll be brought to the log in page. Click "sign up" (directly below the bolded "log in" title of the page and above the username field) to navigate to the sign up form. You'll be brought to a page that looks like this:



USER ACCOUNT

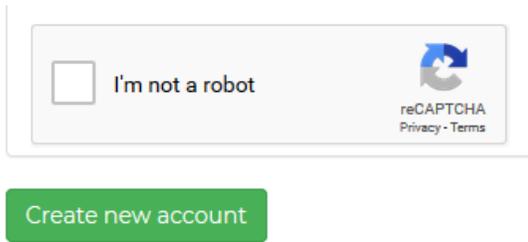
Log in Request new password **Sign up**

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

Fill out the fields below and click the checkbox next to “I’m not a robot”, then click “Create new account” to finish creating your account.



The form contains a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. Below the form is a green button labeled "Create new account".

If your account is created successfully, you will be logged in and brought back to the front page with a “registration successful, you are now logged in” note.

2. Register for Ticket(s)

Now that you have an account, you’ve logged into that account, and you’re back on the front page, you’re ready to register for the NYCI. From the front page (www.neyoungchildinsitute.com), lick on the large “Register for the 2020 NYCI” button below the “latest tweets” sidebar.



The screenshot shows a "SAVE THE DATE" banner for the Nebraska Young Child Institute conference on June 16-17, 2020. To the right is a "Latest Tweets" sidebar with two tweets from NebraskaYCI. Below these is a large green button labeled "Register for the 2020 NYCI" which is circled in red. At the bottom is a green banner that says "Registration Opens February 2020".

This will bring you to a registration instructions page. Read the instructions presented there, then scroll down to the bottom to select how many tickets you’d like to order.

Tickets

Quantity

Once you've entered the quantity of tickets you'd like to order in the quantity field, click "register". This will bring you to a registration page. If you see an "access denied" page at this point, there are two common reasons for that.

- 1) You might not be logged in. Click "my account" in the top navigation bar of the page, log in, and try again.
- 2) You didn't enter any quantity of tickets to order. Click the back button on your browser, enter the quantity of tickets you want, and try again.

Now, you should have successfully made it to the register page, which looks like this:

REGISTER

Ticket Manager Information

Hello *mdeveney@unl.edu*. Not you? [Start over.](#)

Ticket manager e-mail address *

Enter the e-mail address of the person who will be managing this order. The e-mail address will be used to create an account if one does not exist already.

Prefix

This field precedes the Name. Ex) Judge.

First name *

Last name *

Suffix

Goes after the name. Ex) PhD, MD, JD

The first section here is for information about the person managing this order. If you're buying a ticket for yourself, this will be your information. Fill out the information here until you get to the next section, which will be the first event attendee's information.

Committee Test Ticket: Ticket 1

Event attendee's e-mail address *

Enter the e-mail address of the person who will be attending this event. The e-mail address will be used to create an account for the ticketholder.

Prefix

This field precedes the Name. Ex) Judge.

First name *

Last name *

Remember to put the person who is attending the event's information here. Otherwise, we will not be able to contact them with logistics information. Farther down the page, you'll be asked to pick breakout selections for the event attendee. Follow the instructions carefully, as changes cannot be made to your selection once you register. For more information about sessions, click on the "sessions" tab in the top navigation bar of this page.

If you're purchasing multiple tickets, you'll see another "ticket 2" section below the first ticket.

Committee Test Ticket: Ticket 2

Event attendee's e-mail address *

Enter the e-mail address of the person who will be attending this event. The e-mail address will be used to create an account for the ticketholder.

Prefix

This field precedes the Name. Ex) Judge.

First name *

Last name *

Fill out this section similarly to the first one – but remember to use the next person's information! Do the same for any other tickets you may be purchasing. When you are finished, click the green register button at the bottom of the screen.

3. Payment and Promo Codes

This should bring you to the checkout screen below:

CHECKOUT

1. Checkout 2. Review order 3. Payment 4. Checkout complete

Shopping cart contents

Product	Price	Quantity	Total
Conference Ticket	\$0.00	2	\$0.00

Subtotal	\$60.00
Waived Registration Fee	-\$60.00
1/2 Price Registration	\$0.00
Order total	\$0.00

You'll see a few different sections on your screen now. The first section is your cart, where you can double check the price and quantity of tickets you're ordering. Below that, you'll see the coupons section, where you can redeem any coupons you've received. To redeem a coupon, type it into the "coupon code" field and click "add coupon". The coupons are case sensitive, so double check that before clicking "add coupon". If your coupon has been redeemed successfully, you'll see the message "coupon code applied" and your contents and order total will change.



Once you are finished redeeming coupons, you'll enter your billing information in the "Billing Information" section below. For this order to process correctly, your billing address **must** match the address on your payment card. Once you're finished entering your billing information, you can click "continue to next step" at the bottom of the page.

The next page will allow you to review your order, account information, and billing information before you proceed to entering your credit card information.

REVIEW ORDER

1. Checkout

2. Review order

3. Payment

4. Checkout complete

Review your order before continuing.

Shopping cart contents			
Product	Price	Quantity	Total
Conference Ticket	\$30.00	1	\$30.00
Subtotal			\$30.00
1/2 Price Registration			-\$15.00
Order total			\$15.00

Account information	
Username	mdeveney
E-mail address	mdeveney@unl.edu

Billing information	
Madeline DeVeney 2444 D Street Lincoln, NE 68502 United States	

Payment	
<input checked="" type="radio"/> Credit card	
Card Number	<input type="text"/>
Expiration Date	CVV <input type="text"/>

Once you've reviewed your information, you can enter your credit card information in the "Payment" section below. Again, the postal code **must** match the billing address for the credit card. Once you're done entering this information, click the "continue to next step" button at the bottom of the screen. This may take a minute, but the system will process your payment. If successful, you'll be brought to the "checkout complete" page.

NEBRASKA JUNE 16-17, 2020
YOUNES CONFERENCE CENTER
416 TALMADGE ST.— KEARNEY, NE
— Young Child Institute —

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CHECKOUT COMPLETE

1. Checkout

2. Review order

3. Payment

4. Checkout complete

Your order number is 2020-2. You can view your order on your account page when logged in. Return to the front page.

This means that your payment has been processed and accepted and you are registered for the NYCI! You (as the ticket manager) will receive an invoice for the order as well as notifications that you have registered tickets for each ticket you purchased. Each event attendee that you registered will receive an email with details about the conference.

If you have any further questions about the registration process or are stuck somewhere, please contact Cassandra Roberts at croberts@unl.edu or 402.472.0201.