

2017 Special Education Summer Conference

LEARNING BY DESIGN

Steps to pay for registration by district/school invoice

1. Identify a district/school Contact Person.
2. Contact Person creates a Registration List of all attendees whose Summer Conference registration will be paid for by the district/school and sends this list as an email attachment to: Amandapearson@boisestate.edu
3. Attendees on Registration List will then register for the conference individually. When payment is requested during registration, attendees will select "Pay by Invoice."
4. When all registrations are completed, the contact person will notify Amanda. Amanda will confirm registrations and will then send an invoice to the designated Contact Person.
5. Contact Person will send payment to Amanda, and upon receipt of the invoice, Amanda will finalize each registration.