

## FAQ for 2023 registration

Please contact Louisa at [lgibson@lta.org](mailto:lgibson@lta.org) or 202-800-2225 if you need assistance.

### Registering yourself

1. Login to register – you must be logged in to register for our events. If you do not yet have an account, the instructions for creating one are available on the login/create account page. The links are highlighted in the image below. You do not need to be an Alliance member to create a free account.

### Rally 2023: The National Land Conservation Conference

**When** 9/6/2023 - 9/9/2023

**Where** Oregon Convention Center  
777 NE Martin Luther King Jr Blvd  
Portland, OR 97232  
UNITED STATES

[Register Myself](#)

[Register Someone Else](#)

[Sign in](#) or [create an account](#) to register

**Last day to register is 8/14/2023**

My registration status: Not registered

2. Select the 'Register Myself' button on the registration page. The buttons will be shaded and unavailable unless you are logged in.

[Register Myself](#)

[Register Someone Else](#)

3. Answer listed questions and click Save Responses. Required questions have a **red asterisk** and must be answered before proceeding. If you do not answer the questions, you will get an error message when you try to proceed to checkout. Avoid this!

If you have any accessibility needs for this event, please briefly describe below.

\* Primary contact person (this person will be listed on the Rally app and the point of contact

4. Click **Save Responses** before proceeding. When you do this, the button changes. If you do not answer the required questions, you will get an error next to the unanswered question and the Save Responses button will have a black line around it.

[Save Responses](#) → [Update Responses](#)

Your responses have been saved

**Required** [Save Responses](#)

5. Select your **Registration Option** by using your cursor to click on the circle to the left of the title. **Pricing** will automatically reflect your membership/faculty status and early bird/regular pricing. For an explanation of what is included in each pricing group, please refer back to the [Rally registration page](#).

Please select a registration option.

| Registration Options  | Price  |
|---|--------|
| <input type="radio"/> A la carte registration – No Friday/Saturday  | 0.00   |
| <input type="radio"/> Basic registration                            | 700.00 |
| <input type="radio"/> Friday registration                           | 400.00 |
| <input type="radio"/> Saturday registration                         | 400.00 |
| <input type="radio"/> Full Time Student and Americorps registration | 250.00 |
| <input type="radio"/> Exhibitor registration                        | 0.00   |

*\*Please note: some browsers will cache this initial error which will prevent you from proceeding even if you correct it. If this occurs, you must close the browser (not just the tab you are in) and open a fresh browser to start over. If you have previously clicked the Save Responses button, you will see the saved answers in your pending registration when you login again. Please try this before emailing us for support.*

- Select your Program Items (*Workshops, Seminars, Field Trips, etc.*) by clicking the Add button and make sure to answer any associated questions, if applicable (use the scroll bar). Please note that you can sort options by day, category (Workshop/Seminar/Field Trip) or track (Addressing Climate Change, etc). You can also minimize each day/category with the arrows on the right. You will see an error if you attempt to select two items that have a direct time conflict. You must unselect one of the items before proceeding.

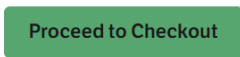
**Program - Your name appears here**

Select programs by Day  Only display program items in registrant's itinerary

Thursday, 07 September 2023 ▲

Some Program Items allow you to select multiple quantities. If you are buying more than one spot in a Field Trip, for the Welcome Dinner or for the Closing Reception, please make sure to provide the name of the person you are purchasing this for so they are on the roster for the event and will have a nametag!

- Click Proceed to Checkout.



If you see errors in your cart like those shown below, this is because you skipped the questions on the registration page and clicked the Proceed to Checkout button before answering questions and clicking Save Responses. You will not be able to checkout until resolved. Click the event title link (Rally 2023 in light blue) to return to the registration page, check that you have selected your Registration Option, answered the required questions and click the Save Responses button, select your Program Items and then Proceed to Checkout.

### Shopping Cart

#### Items

| Item  | Quantity | Price  | Total  |                        |
|---|----------|--------|--------|------------------------|
| <a href="#">Rally 2023: The National Land Conservation Conference - Ann Calhoun</a><br><span style="color: red; font-size: small;">There are required questions related to this event that must be answered before you can check out.<br/>Please click the event link to correct this problem before checking out.</span> | 1        | 700.00 | 700.00 | <a href="#">Remove</a> |

Update

- Once you are ready to pay, enter your payment details. Accepted credit cards are: Mastercard, VISA, American Express and Discover. After your payment processes, you should receive two emails within a few minutes: Payment Confirmation and Registration Confirmation.

*\* If you are unable to pay online by credit card, please email us at [registration@lta.org](mailto:registration@lta.org).*

**If you are registering on behalf of someone else, please see the instructions below.**

Register Someone Else button: This allows you to register another individual who is already on your organization’s roster or to add a new contact. Follow the same steps outlined above to select the Registration Option, answer the questions, click Save Responses, select Program Items then select Proceed to Checkout.

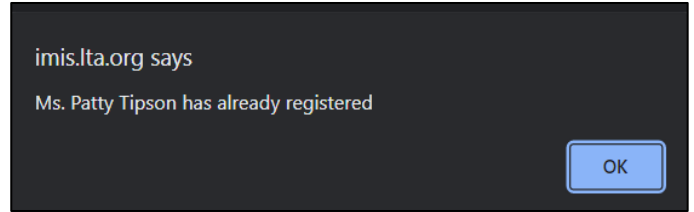
### Rally 2023: The National Land Conservation Conference

|              |  |  |
|--------------|--|--|
| <b>When</b>  | 9/6/2023 - 9/9/2023  | <span style="background-color: #ffff00; padding: 5px 10px; border-radius: 3px; font-weight: bold;">Register Someone Else</span>  |
| <b>Where</b> | Oregon Convention Center<br>777 NE Martin Luther King Jr Blvd<br>Portland, OR 97232<br>UNITED STATES | <span style="font-size: small; color: blue;">Last day to register is 8/14/2023</span><br><span style="font-size: small;">My registration status: Registered on 2/3/2023</span><br><a href="#">Edit registrant information</a><br><a href="#">+ Add a guest</a> |

Add to Calendar

You can select an existing contact if this individual is already part of your organization's roster. Only employees and board members will show on the roster.

If the person you are trying to register has already registered, you will see the below message.



If adding a new contact, please make sure to complete as many fields as you can. At a minimum, we need the first and last name as well as the email address.

- If this new contact is a new employee or board member, enter your organization.
- If they are not tied to your organization, do not link them to your organization.

Click Save at the bottom of the screen and proceed to follow the same steps outlined above to select a Registration Option, answer questions, click Save Responses, select Program Items then Proceed to Checkout to review your entry and enter your payment information.

If you need to register multiple people, before entering your payment details, click on the title of the event in your cart to return to the registration page and select the Register Someone Else button again.

| Item   | Quantity | Price | Total |                        |
|--|----------|-------|-------|------------------------|
| <a href="#">Rally 2023: The National Land Conservation Conference - Mr. Tom Abello</a> | 1        | 0.00  | 0.00  | <a href="#">Remove</a> |