

FAQ for 2024 registration

Please contact us at registration@lta.org if you need assistance.

Registering yourself (If you are registering on behalf of other people, [jump to that section](#) below)

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. Please check if you have an account first before creating a new one. If you are unsure, use the Forgot Password link.

Rally 2024: The National Land Conservation Conference

When 9/25/2024 - 9/28/2024

Where Rhode Island Convention Center
1 Sabin St
Providence, RI 02903

Register Myself

Register Someone Else

Sign in or create an account to register

Registration ends 9/4/2024 8:00 AM (Eastern Daylight Time)

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

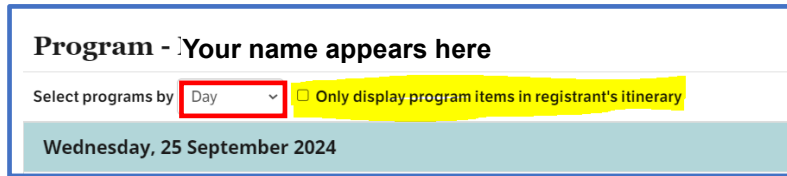
5. Select your **Registration Option** by using your cursor to **click on the circle** to the left of the title. **Pricing** will automatically reflect your membership/faculty status and early bird/regular pricing. For an explanation of what is included in each pricing group, please refer back to the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

Please select a registration option.

Registration Options	Price
<input type="radio"/> Basic Registration for Rally 2024	560.00
<input type="radio"/> Full Time Student and Americorps Registration for Rally 2024	275.00
<input type="radio"/> Friday Registration for Rally 2024	425.00
<input type="radio"/> Saturday Registration for Rally 2024	425.00
<input type="radio"/> A La Carte Registration for Rally 2024 - No Workshops	0.00

**Please note: some browsers will cache errors (if you didn't answer questions or save your answers) 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.*

6. 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 Program 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.

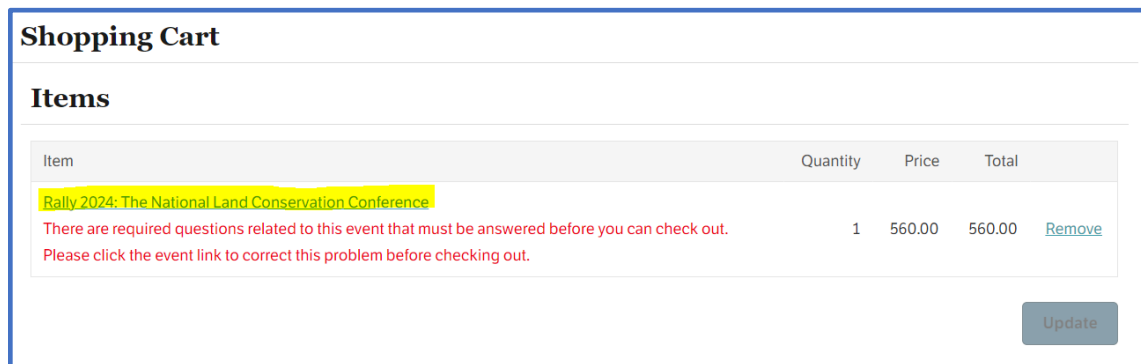


Some Program Items allow you to select multiple quantities. If you are buying more than one spot in a Field Trip, for the Welcome Dinner or for the Closing Reception, please make sure to provide the name of the person you are purchasing this for so they are on the roster for the event and will have a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

7. Click Proceed to Checkout.

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 2024 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.

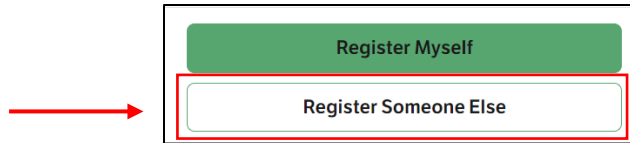


8. Once you are ready to pay, enter your payment details. Accepted credit cards are: Mastercard, VISA, American Express and Discover. After your payment processes, you should receive two emails within a few minutes: Payment Confirmation and Registration Confirmation. Please save these. The Registration Confirmation email contains the link back to the registration page which allows you to Add onto your existing registration, if needed.
** If you are unable to pay online by credit card, please email us at registration@lta.org.*

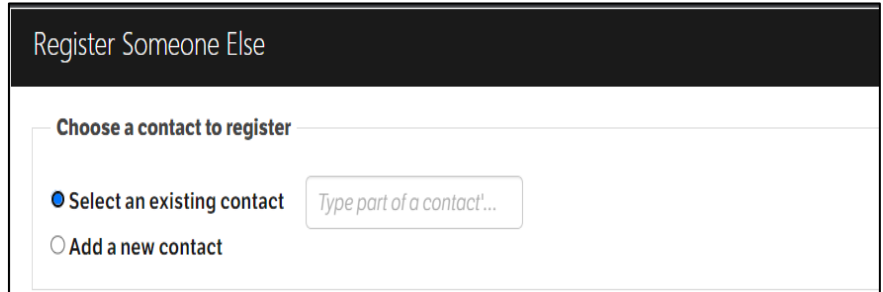
If you are registering on behalf of someone else, please see the instructions below.

Register Someone Else button: This allows you to register individuals already on your organization's roster. For new employees or board members, please make sure they are added on your organization's roster before attempting to register them! Please note, once you complete the checkout process, the person completing the checkout process receives the payment confirmation receipt and the registrant receives the registration confirmation email. After checkout, you cannot modify another person's registration, only the registrant can modify their registration by signing into the registration page (see tips at end of document).

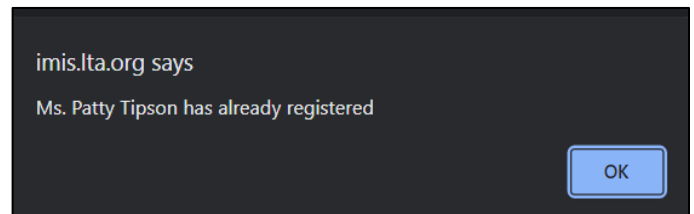
Click the Register Someone Else button.



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. Please do not use the Add new contact option because there may be a delay in the system linking that new contact to your organization and will affect the pricing offered. Please make sure you have added new employees and board members to your organization's roster prior to the registration process.



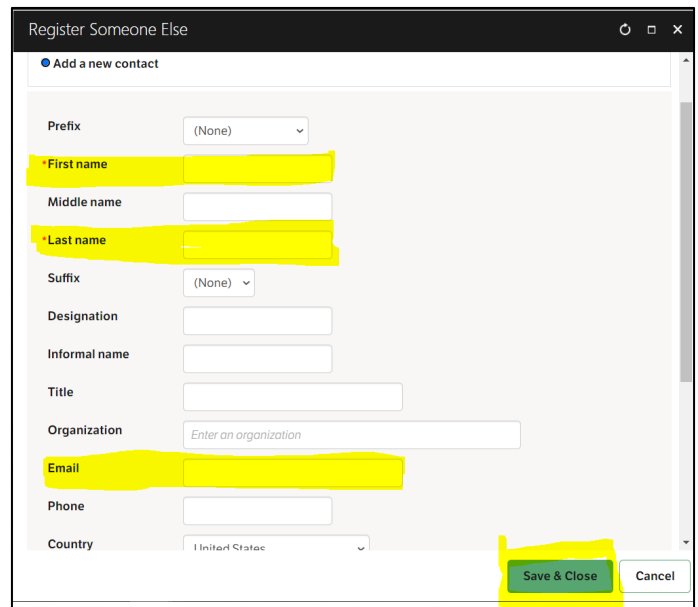
If the person you are trying to register has already registered, you will see the below message.



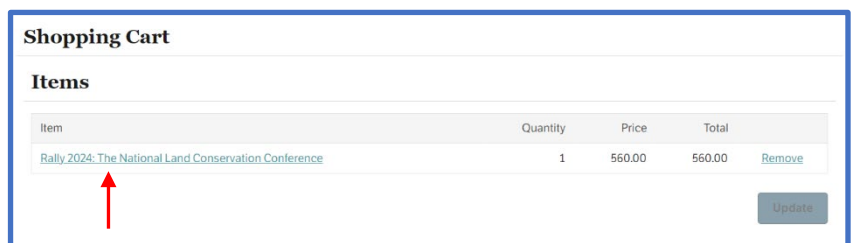
Adding a new contact: We do not advise using this option for members because it will cause pricing errors. For non-members, If adding a new contact, please make sure to complete as many fields as you can. At a minimum, we need the first and last name as well as the email address.

- 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. You can repeat this for up to 10 people.




***** However, if anyone you are registering has been provided a special code to be applied at checkout, that individual MUST be registered independently. DO NOT register individuals using a code alongside others at the same time.**

Tips:

Tip 1: Because the cart page will only show you the event title you are registering for, if you want to confirm what you registered for before checking out:

- Click the link on the cart page
- Scroll down the Program section and check the box that states, “Only display items in registrant’s itinerary”

Shopping Cart			
Items			
Item	Quantity	Price	Total
Rally 2024: The National Land Conservation Conference	1	560.00	560.00

 [Remove](#) Update

Program - Mr. Christopher P. Sherbert	
Select programs by	<input type="text" value="Day"/> <input type="checkbox"/> Only display program items in registrant's itinerary
Wednesday, 25 September 2024	

Tip 2: To add items onto your registration after checking out.

- Return to the registration page via one of the methods below.
 - Click the link within your registration confirmation email,
 - Click this link: https://imis.lta.org/Portal22/Portal22/Event_Display.aspx?EventKey=rally2024
 - *** If you registered on behalf of someone else, you cannot modify that person's registration after checkout. Only that registered individual can modify their registration after checkout. They must sign in to access their registration.
- Sign in on the registration page
- Add Program items to your registration. You cannot change your registration option. If you need to cancel or change your registration option you must email registration@lta.org before September 3rd, 2024.
- Proceed to checkout, enter payment details, click Submit.
- ***Do not click remove for items with a fee – it will not refund the fees to your card. If you need to cancel a paid item from your registration, please email, registration@lta.org .