

You must access CSA's cvent site for Academy classes, Users Conferences and any events that require registration and/or have an associated fee. Cvent allows CSA to handle registrations, changes to or cancellation of registrations, fee collection, and event communications all from one location. You may reach an event's particular site either from an email hyperlink or a link from our primary website at [www.csa1.com](http://www.csa1.com). Once you have reached the cvent site, here's what you need to know:

Each site consists of multiple pages of information about the event, including a description, date, time and location information, agenda, and other pertinent details. Navigation through the site is accomplished through the use of tabs or menus. Once you've reviewed the details and decided to register, simply click the "REGISTER" link in the header bar at the top of the page or the "REGISTER" button located at the bottom of the page.

## INVITEE INFORMATION .....

### INVITEE INFORMATION

*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Email Address:	<input type="text"/>
*Registration Category:	<input type="text"/>
*Registration Type:	<input type="text"/>
<input type="checkbox"/>	I am registering on behalf of this person

Here's where we get started. Simply fill in your contact information. The "Registration Category" usually has multiple options depending on whom you are and what your participation in the event will be (i.e. attendee, guest, speaker, instructor, student, board member, staff). All fields indicated with an asterisk are required. Once completed, click the "NEXT" button.

**NOTE:** If you are registering other members of your staff for the event, select the check box indicating that you are doing so. This will determine who gets registration confirmation or other communications.

## PERSONAL INFORMATION, CONTACT INFORMATION and ADD GUEST .....

Fill out the information below, then click Next to proceed.

### Personal Information

First Name:	Randall
Last Name:	Sullivant
Email Address:	rsullivant@csa1.com
Company:	<input type="text" value="Central Service Association"/>
Title:	<input type="text" value="Cvent Manager"/>

### Contact Information

**Work Address:**

Country:	<input type="text" value="USA"/>
Address:	<input type="text" value="93 South Coley Road"/>
	<input type="text"/>
	<input type="text"/>
City:	<input type="text" value="Tupelo"/>
State/Province:	<input type="text" value="Mississippi"/>
ZIP/Postal Code:	<input type="text" value="38847"/>
Work Phone:	<input type="text" value="6624072648"/>

### Guest Information

Use this section to enter the names of your guests that are in addition to your registration.  
You have not added any guests.

**ADD GUEST**

This page collects your employment details for mail and/or billing purposes.

## Guest Information

Use this section to enter the names of your guests that are in addition to your registration.

Registration Type:	<input type="text"/>
*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Company:	<input type="text"/>
Title:	<input type="text"/>
Phone:	<input type="text"/>

CANCEL

SAVE

SAVE AND ADD

Here's where you add any guests that will be accompanying you to the event and will be participating in any of the event's activities. The guest's name is the only required information. However, if you would like your guest to be sent event communications, please provide their contact information. Click "SAVE" or "SAVE AND ADD" to bring more guests. After clicking you will be presented a review page to edit any details. If satisfied, click "SAVE AND NEXT".

## REGISTRATION ITEMS

This page may vary in appearance, depending on the specific event. Here is where you select what activities you want to attend.

### Current Selection

CSA Academy Classes

### Session Registration

Tuesday, February 20, 2018

Academy Class

<input checked="" type="checkbox"/> RATES AND BILLING REVIEWS - CMB (BI101)	8:00 AM - 5:00 PM	\$199.00
CSA Headquarters in Tupelo, MS		

Wednesday, February 21, 2018

Academy Class

<input type="checkbox"/> ADJUSTMENT INSTRUCTION - CMB (BI201)	8:00 AM - 5:00 PM	\$199.00
CSA Headquarters in Tupelo, MS		

Thursday, February 22, 2018

Academy Class

<input type="checkbox"/> STATISTICAL INSTRUCTION - CMB (BI202)	8:00 AM - 5:00 PM	\$199.00
CSA Headquarters in Tupelo, MS		

In this screen shot, we are looking at a CSA Academy site page. Note the date, class title, time, cost and location for the class or classes you want to attend and click the check box next to each class title. When finished selecting, click the "NEXT" button at the bottom of the page. If you have registered guests, there will be an opportunity to register them for classes as well.

## REGISTRATION SUMMARY .....

Your registration is almost complete. Please review your registration below and if everything is correct, click Next or Finish.

### REGISTRATION SUMMARY

Randall Sullivant  
Joseph Schmo

CANCEL

ADD PERSON

FINISHED ADDING PEOPLE ▶

#### Randall Sullivant (Edit)

**Email Address:**  
rsullivant@csa1.com

**Company:**  
Central Service Association

**Title:**  
Cvent Manager

**Work Phone:**  
6624072648

**Work Address:**  
93 South Coley Road  
Tupelo, Mississippi 38847  
USA

#### Agenda

##### AGENDA ITEMS

CSA Academy Classes

##### SESSIONS

Tuesday, February 20, 2018

Rates and Billing Reviews - CMB (BI101)

8:00 AM - 5:00 PM

This page provides a view of your contact information, registration and any applicable sessions/classes you have registered for. If you need to change any of the details, click the "CANCEL" button. It is also an opportunity to add more guests if needed. Your current guest list is located beneath your name on the left of the screen. If you are satisfied, click either "FINISHED ADDING PEOPLE" button.

## SUBMIT PAYMENT and PAYMENT METHOD .....

### SUBMIT PAYMENT

#### ORDERS

Randall Sullivant  
Agenda Items

Name	Price	Total
CSA Academy Classes	Complimentary	Complimentary

##### Sessions

Name	Price	Total
Rates and Billing Reviews - CMB (BI101)	\$199.00	\$199.00

Order Subtotal: \$199.00

Joseph Schmo (Guest)  
Agenda Items

Name	Price	Total
CSA Academy Classes	Complimentary	Complimentary

##### Sessions

Name	Price	Total
Statistical Instruction - CMB (BI202)	\$199.00	\$199.00

Order Subtotal: \$199.00

**Total: \$398.00**

#### Payment Method

- Credit Card - Enter your information in the section below.
- Check ?
- Purchase Order
- Bill our Utility ?

◀ PREVIOUS

CANCEL

FINISH ▶

This page displays your registration selections and those of any guests. If a payment is required, make your selection by clicking the box to the left of your payment option. Fields and options marked with an asterisk are required. Most utility staff will select **'BILL OUR UTILITY'** to have your employer billed for these events.

If you are opting to pay the registration immediately, there are options to provide a **"CHECK"** (Enter the check number. NOTE: the registration will NOT be considered paid and valid until the check is received and processed by Central Service Association).

If selecting a company **"PURCHASE ORDER"**, you will need to input the PO number and upload a pdf of it.

Most immediate payments will be made by **"CREDIT CARD"**. The event site and credit card processor are secured by ????. You will be prompted to input the name on the card, card type (VISA, MC, etc.), the card number, security code, card expiration date and billing address for the credit card.

Click **"FINISH"** to complete your registration. You will see a pop up that provides an opportunity for you to share the event with others via email or social networks. Simply click **"CLOSE"** if uninterested.

At this point you are fully registered for a CSA event. You will receive a confirmation email that contains your **CONFIRMATION NUMBER**. Please retain this email – you will need the number to make any later registration modifications.

## Final Modifications .....

[MODIFY](#) [SUBMIT PAYMENT](#) [UNREGISTER](#) [MORE OPTIONS ▾](#)  
[PRINT OPTIONS ▾](#)

### GENERAL OPTIONS

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**Name:** Randall Sullivant  
**Email:** rsullivant@csa1.com  
**Title:** Cvent Manager  
**Company:** Central Service Association  
**Address:** 93 South Coley Road  
Tupelo, Mississippi 38847  
USA  
**Number of People Registered:** 2  
**Confirmation Number:** **VGNPGY2JWMF** (needed to modify your registration)  
**Event Title:** The CSA Academy  
**Location:** Central Service Association  
93 South Coley Road  
Tupelo, Mississippi 38803  
USA  
**Phone:** 662-842-5962  
**Date:** 01/01/2018 [Add to my calendar](#)  
**Time:** 8:00 AM

This final page provides one last opportunity to make any registration changes. **"MODIFY"** if you need to change any contact information or change your registration choices. **"SUBMIT PAYMENT"** if you've opted to switch to a credit card payment. **"UNREGISTER"** if you've decided to back out. You can always come back later and re-register. **"MORE OPTIONS"** provides an opportunity to share the event, email your registration page, substitute another attendee in your place or get a printer-friendly copy of the registration. You can also **"REGISTER ANOTHER"** via the button at the bottom of the page.

## LATER CHANGES

CSA certainly realizes that things arise, schedules change and plans get scrapped. It's no problem if you need to alter or cancel your event registration. Registrants who cancel early will not be charged or will be refunded 100%; registrants who cancel **up to seven days prior to the start of class** will be charged 50% of the registration cost; registrants **failing to cancel prior to the start of the class** will be responsible for the entire registration fee. Attendees may avoid the cancellation fee by sending a substitute registrant. All class cancellations must be in writing and mailed, faxed or emailed to

CSA, ATTN: Training Coordinator,  
POB 3480, Tupelo, MS 38803;  
Fax: 662-840-1329;  
Email: pturk@csa1.com

ALREADY REGISTERED? REGISTER

Central Service Association

CENTRAL SERVICE ASSOCIATION

Learning Education

REGISTER

Already Registered?

cvent

Cvent Online Event Registration Software | Copyright © 2000-2017 Cvent, Inc. All rights reserved.  
Event Management Software | Survey Software | Event Venues | Privacy Policy  
End User License Agreement

If you need to modify your prior registration, return to the cvent landing page for the event and click “**ALREADY REGISTERED**” at the top or the bottom of the page.

\*Email Address:

\*Confirmation Number:

To have the Confirmation Number sent to you, click this link: [Confirmation Number](#)

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OK

REGISTER

Enter your email address and the confirmation number from your initial confirmation email to log into the site. If you have lost or forgotten that number, you can have it re-sent to you by email simply by clicking '**CONFIRMATION NUMBER**'. Click the "OK" button. You will be presented with the same page and options shown above under **Final Modifications**.