



**To Register one participant online and pay by credit card (preferred):**

- [Click here to register online](#)
- Step 1:
  - Create new user profile. *\*\*\*When creating a new user profile you may receive a message that a user name already exists in the new system which was migrated from the old system. If you receive this message you will have an opportunity to request a new password.\*\*\**
  - Important for creating a new user profile:
    - **Please DO NOT create a new user profile if you have previously attended CVIOG or other UGA Public Service and Outreach events.**
    - Each registered participant must have a unique email address. The same email address cannot be used for multiple registrants.
    - In the Address and Telephone section, be sure to select the correct 'Type' (e.g. 'Office') from the drop down selections.
    - In the Employment Information section, enter at minimum your Employer and Job Title.
    - Optionally enter demographic information.
    - Select your preferred Marketing Opt in and Privacy options, and click the boxes to indicate that you have read and understand the privacy policies.
- Step 2:
  - Once you are logged in, select the appropriate registration package type.
  - Fill in your employer, job title and any specific accommodation requests.
  - Confirm cart and click 'Pay and Register'.
  - Enter credit card information.
  - Your conference sessions will be automatically selected based on the package you chose (only Full Conference has associated sessions) *\*\*\*Your sessions are not confirmed until after you have entered your credit card information.\*\*\**

**To Register multiple participants:**

Complete the mail-in registration form attached to the email announcement and email together as one packet to [tiffanysmith@uga.edu](mailto:tiffanysmith@uga.edu). Once processed by our registrar you will receive via email an invoice with instructions to pay online or pay by mail with check.

**To Register one participant by mail and pay by check:**

Complete the mail-in registration form attached to the email announcement, email a copy to [tiffanysmith@uga.edu](mailto:tiffanysmith@uga.edu) and mail in the form with the check payment to the address listed on the form.

**After Registering:**

You will receive several emails which will be directed to the email address you provided when registering/setting up your user profile. The sender name on the emails will be [no-reply-outreach@uga.edu](mailto:no-reply-outreach@uga.edu).

1. **New Account notification; password action required** (*Subject line: Vice President for Public Service and Outreach New Account*) - This email is being sent because you set up a new user account. The email will include a link that you must click on in order to choose a password for future access. Please take immediate action upon receipt of this notice.
2. **Enrollment confirmation** (*Subject line: Carl Vinson Institute of Government Enrollment Notification for 'Your Name'*) - This email provides verification that your enrollment has been received and processed.
3. **Confirmation** (*Subject line: Carl Vinson Institute of Government Confirmation*) - This email provides details of the course you enrolled in, including the cancellation policy.