

How to Register for the 2022 Conference

If you are registering yourself, follow this process. *If you wish to register someone else (and that person is a member, but you are not) please reach out to the MSCA office.*

Join into the website: <https://www.mnschoolcounselors.org/>

From the “Welcome” splash page, on the right side, click the event link under “Upcoming Events” for MSCA 2022 Conference.

The screenshot shows the website header with the MSCA logo and navigation menu (Home, About, Divisions, Resources, Events, Awards, Members). Below the header is a 'Join Now' button and a search bar. The main content area features a 'Welcome' message from Jennifer Carlson, Administrator. A 'Members Only Area' banner is visible. On the right, there are 'Quick Links' (Learn More about Membership, American School Counselor Association, Contact MSCA) and 'Upcoming Events' (MSCA 2022 Conference on Sun Nov 6, 2022). The footer contains the association name and social media icons.

Register yourself or a guest (see note above). Enter any required data.

The system should recognize your membership and offer you the corresponding price:

MEMBER RATE		
Student/Retiree	Fee	Registration Dates
Early Bird - Individual	\$75.00	May 26 - July 31, 2022
Regular - Individual	\$100.00	August 1 - September 23, 2022
Late Registration	\$125.00	September 24 - October 7, 2022
Professional	Fee	Registration Dates
Early Bird - Individual	\$150.00	May 26 - July 31, 2022
Regular - Individual	\$175.00	August 1 - September 23, 2022
Late Registration	\$200.00	September 24 - October 7, 2022

NON-MEMBER RATE		
Student/Retiree	Fee	Registration Dates
Early Bird - Individual	\$100.00	May 26 - July 31, 2022

Regular - Individual	\$125.00	August 1 - September 23, 2022
Late Registration	\$150.00	September 24 - October 7, 2022
Full Conference	Fee	Registration Dates
Early Bird - Individual	\$200.00	May 26 - July 31, 2022
Regular - Individual	\$225.00	August 1 - September 23, 2022
Late Registration	\$250.00	September 24 - October 7, 2022

You should be able to pay online or indicate that you will pay with a check.

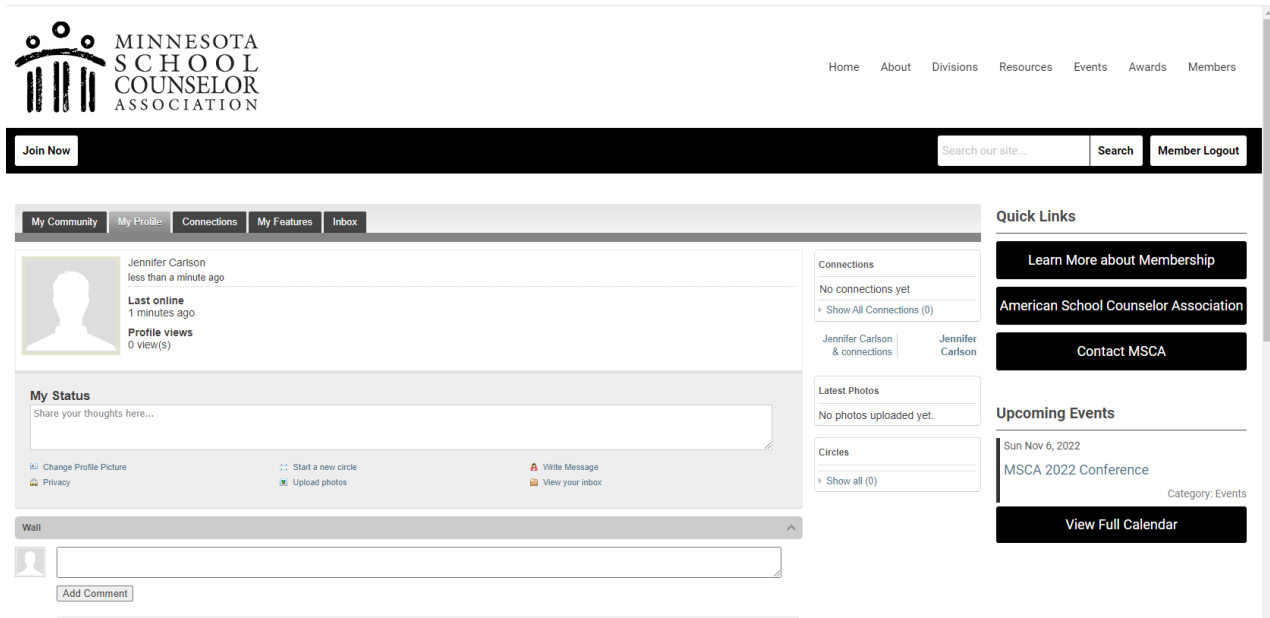
NOTE: All payments are due by October 7, 2022, to receive the price at time of registration. Late payments will be charged an extra/additional fee.

If you have any issues or questions with registration, [please contact the MSCA office via email](#).

(more)

How to see if you're registered:

From the Welcome splash page, click "My Profile". You'll be taken to a different screen:



Now hover your mouse over the "My Profile" tab and choose "Submissions":



This will be a display-only view of your registrations on this platform:

Join Now

Search

My Community My Profile Connections My Features Inbox

Submissions

Form Name	Invoice ID	Submit Date	Amount Paid	Balance
MSCA Conference 2022 Registration Form		08/23/2022 10:52 AM	\$0.00	\$0.00

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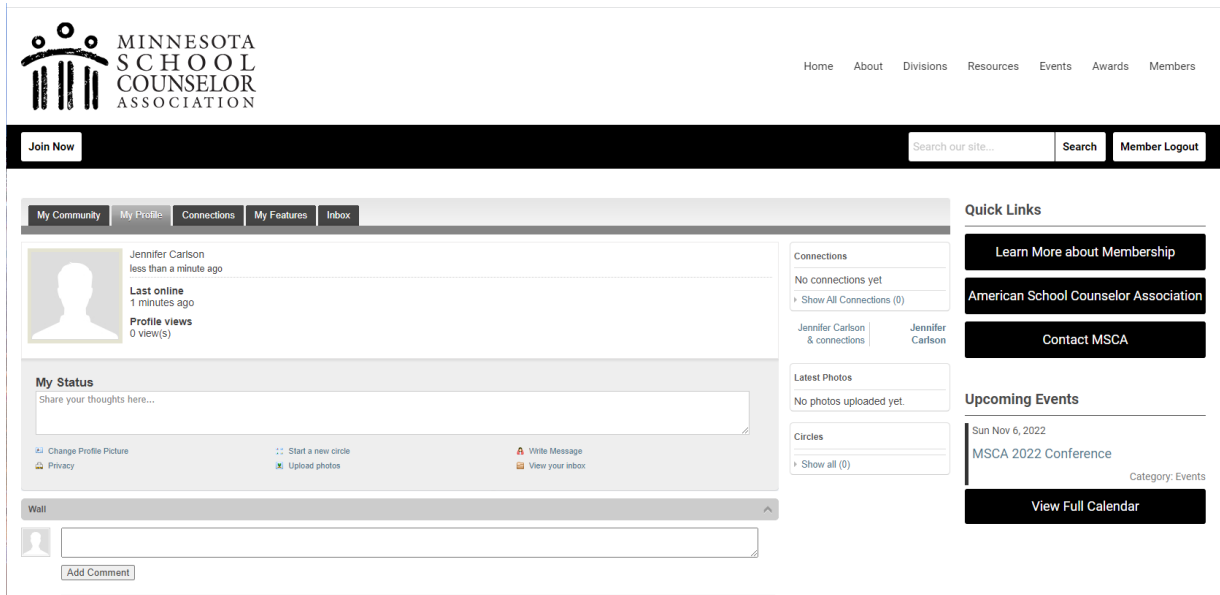
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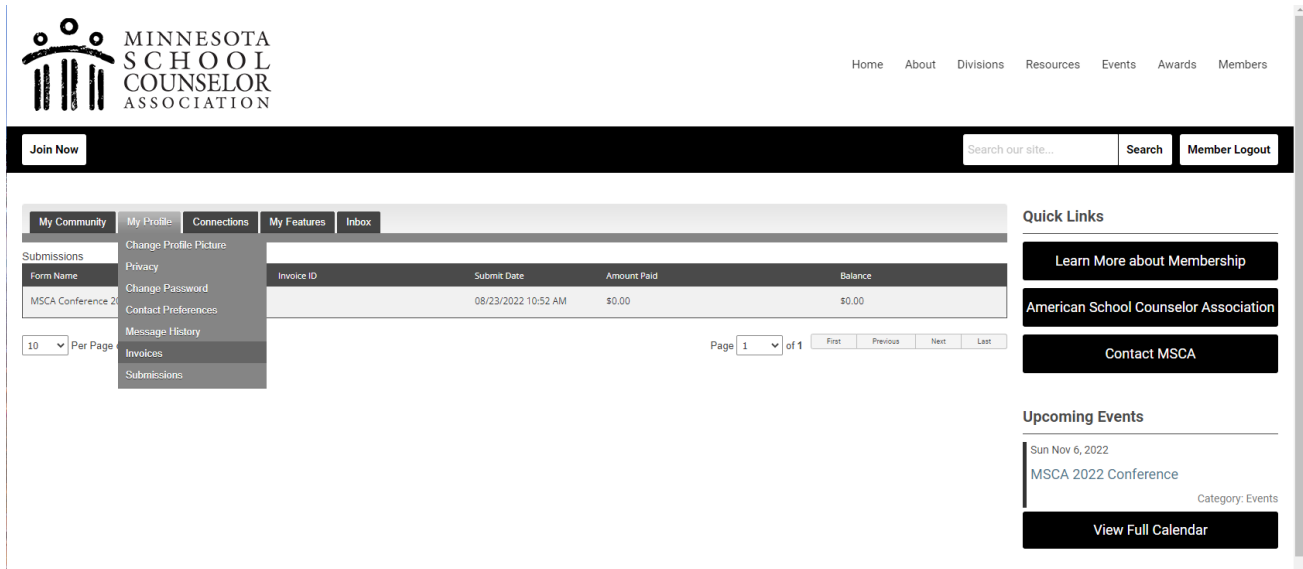
(more)

How to view and print your invoice:

From the Welcome splash page, click “My Profile”. You’ll be taken to a different screen:



Now hover your mouse over the “My Profile” tab and choose “Invoices”



If you have an invoice (paid or unpaid) it should appear here.

You should also be able to pay the invoice online from this area/screen. *NOTE: All payments are due by October 7, 2022, to receive the price at time of registration. Late payments will be charged an extra/additional fee.*

If you have any issues or questions with registration, [please contact the MSCA office via email.](#)