



Instructions for online meeting registration

1. Go to the ACPOC website at www.acpoc.org
2. Login with your ACPOC username and password. If you do not have an ACPOC Customer Username, please email ACPOC with your full name, mailing address, phone number, and we will create one for you.
3. After you have entered your username and password, click "Login".
4. Review your Contact Information and make changes if necessary.
5. Click "Next>>" button to continue with your registration.
6. Members and Non-Members attending the full conference click "Next>>" button. All others use the "Your Price" pull down options.
 - Members attending one day only (must choose Thursday, Friday or Saturday Only) cost is \$125 USD.
 - Full-time Students/Residents attending full conference are to choose option STUFC Student/Resident full conference: 175.00 USD ***
 - Full-time Students/Residents attending one day only (must choose Thursday, Friday or Saturday Only) are STUFR Student/Resident One-Day \$100.00 USD ***
 - If you are only attending Wednesday, March 22 workshops, you are to choose option Wed Workshop & Reception Only: 125.00 USD
7. After you determine your correct pricing category, click "Next>>" button to choose your optional events.
8. Select which sessions/events you would like to attend and click the red "Add" button on the right.
9. When you are finished selecting your events, click the "Next>>" button.
10. This page has the option to add a spouse or guest. Follow the prompts to complete. Click the "Next>>" button to proceed to the next step. Optional, only if you are paying for guest to attend.
11. Review your registration summary and make any necessary corrections by clicking the "Edit" button in each section.
12. Next step is to enter your payment information. If you are paying by check, please download the PDF registration form found on our website.
13. Click "Pay Now" to enter your credit card information and then click "Complete Registration" to process your payment.
14. Once your payment is authorized, you are directed to an Order Summary page.

*(***for student/resident registration – must have letter from Dept. Head verifying training status)*