

**Information about and Instructions for Registering for the
Alabama Association of 504 Coordinators' 29th Annual 504 Conference**

When: December 6-8, 2023

December 6: 504 Basics (1 pm to 4 pm CST)

December 7: 504 Advanced (9 am to 4 pm CST)

December 8: Disability Rights Advocate and Panel Presentation (8:30 am to 11:00 am CST)

Where: Marriott Birmingham, 3590 Grandview Parkway, Birmingham, AL 32543

Resolutions in Special Education, Inc. and its members Julie Weatherly and Leslie Allen are pleased to partner with the Alabama Association of 504 Coordinators to provide its in-person Annual 504 Conference. You do not have to be a member of the 504 Association to attend this Conference.

Registration Instructions: Alabama's Council for Leaders in Alabama Schools is handling the registration process for this Conference. The process will allow for a team of individuals from the same organization to be registered or for an individual to register. Payment may be made by credit card or e-check or via a Purchase Order/Invoice process.

To begin the Registration process, click on the following link: <https://2023ala504.events.clasleaders.org/>

When the Conference page opens, select the option for the "ALA504 Winter Conference." Using the **Registration** option at the top of the page, select **Register Now**. **If your organization or individual registrant already has an account with CLAS**, please log in with that account information. **If an account does not exist, choose the "Set Up an Account" option** to create an account with CLAS. When setting up a new registration account with CLAS, there is no cost to do so and the registrant's information should be entered where prompted in order to create the account.

Once the CLAS Account information is entered, the system will attempt to locate any existing records to match the registrant's information. If there is not an existing account already, there will be an option to **select "none of the above"** or if there are no matches at all, then there is a **link on the page that will say "go ahead and create a new record."** You will then follow the prompts to create a new account and a link will be emailed to the email address used to create the registrant's account. The registrant will verify his/her email address by **clicking that emailed link** received from the system.

If the registrant's employer/organization is not listed with an account, there will be instructions provided about how to request an organization be added to the available list of organizations.

When you get to the screen where it asks for a selection as to whether you are registering a team of people or an individual, it is important that everyone attending be registered individually. If there are more than 3 people from the same organization registering, they should each register at the team rate. ALA-504 Association officers will be monitoring and enforcing this, so if there are not 3 or more from the same organization, the registration will be changed to the individual rate and new invoices will be generated. Please note that there will be several screens for verifying information before you get to the package selection, which is where you will choose which days the registrant(s) are attending.

On the payment screen and where an organization was added to the registrant's account, there will be the option for CLAS to bill the organization, which will require the provision of a Purchase Order Number. If this option is selected, the CLAS system will automatically email an invoice to the registration after the registration process is completed. If not paying via a Purchase Order, there is also the option to pay online with a credit card or e-check.

If the option for billing the organization is selected but it is later decided that the registrant wishes to pay with a credit card or e-check, the registrant may log back into the account at www.members.clasleaders.org, go to the **Financial Tab** and select "My Financial Overview" from the drop down menu. From there, the registrant may reprint an invoice or pay the invoice electronically.

Should there be any problems with this process, please reach out to help@clasleaders.org. CLAS has a team that monitors that email account during normal business hours and is trained to address any issues that may need attention.