



2020 College Panhellenic Academy Registration Instructions Deadline to Complete Registration: Dec. 19, 2019

The National Panhellenic Conference (NPC) recognizes College Panhellenic Associations know they are sending a specific number of attendees, but may not know exactly who those attendees will be. That is why registration for College Panhellenic Academy 2020 is a **two-step process**.

STEP ONE: Reserve and pay for your spaces:

1. Determine the number of attendees for each track that you will be sending to the 2020 College Panhellenic Academy in Indianapolis.
2. Log in to [FS Central](#) using your unique FSID and look up your College Panhellenic at the top where it says "Search for a Group."
3. Once on your College Panhellenic's page, under "Reporting" on the left-hand side, click "Submit Reports" to view available reports. Then, next to the option for "College Panhellenic Academy Coupon Purchase," click "Access Report."
4. Fill out the form, indicating the number of attendees you plan to send to each track. (The number per track can change later when you register the actual attendees, but for now, it will be used for space planning and printing purposes.)
5. Select payment method.
 - a. If you choose to pay online you will be directed to a checkout page where you can complete the payment process using a credit card.
 - b. If you choose to pay by check, you will be directed to the invoice, which can be printed and then mailed with your check. Please make checks out to the National Panhellenic Conference and mail to:

The National Panhellenic Conference
3901 W. 86th St.
Suite 398
Indianapolis, IN 46268

6. You will receive your coupon code via email within 24 hours of reserving your space. Use this coupon code to register your specific attendee information via FS Central Events as described in Step Two.



STEP TWO: Submit final registration details for your attendees (follow these steps only after you have completed the form noted above and received your coupon code):

After you have determined the individuals you will be sending to College Panhellenic Academy in the spaces you reserved, you will need to register their personal details within FS Central Events. In order to complete this second step of registration you must have:

- Your specific coupon code, sent to you via email upon completion of the form noted above.
- The name, title, affiliation, cell phone, track and any dietary restrictions for all attendees.

1. Log in to [FS Central](#) and go to “Events” at the top left.
2. Under National Panhellenic Conference College Panhellenic Academy 2020, select “Register” to register one attendee or “Register multiple attendees” to register up to 5 individuals. To register more than 5 individuals, you will need to do more than one registration.
3. Click “Register” and proceed to enter registration information for your first attendee. At the bottom of the page, enter your coupon code and click “Apply.” You should see the total go to \$0.
 - a. If you are only registering one individual, press “Submit Registration.”
 - b. If you are registering more than one person, press “Add Registrant” and continue as before.

The deadline to register name and track information for your attendees is Thursday, Dec. 19.