



## College Panhellenic Academy 2024 Registration Instructions

We recognize 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 the 2024 College Panhellenic Academy 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 2024 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 of attendees per track may change later when you register the actual attendees, but will be used now 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. After payment is completed, you will be directed to a page where you can print your invoice.
  - 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  
12730 Meeting House Road, Suite 200  
Carmel, IN 46032

**IMPORTANT NOTE: Please only press submit one time - your account will be charged each time you click. It takes a moment to load, please be patient.**

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.

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 names of all attendees
- Titles/Roles of all attendees
- Affiliations of all attendees
- Cell phone numbers of all attendees
- Track sessions each attendee is registering for
- 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 2024, select “Register” to register one attendee or “Register multiple attendees” to register up to five individuals. To register more than five 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 all attendees is Monday, Dec. 18.**