



## College Panhellenic Academy 2025 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 2025 College Panhellenic Academy is a two-step process.

It is very important that you follow the instructions in order and purchase your coupon codes prior to completing the registration form.

### STEP ONE: Reserve and pay for your spaces.

1. Determine the number of attendees for each track that you will be sending to the 2025 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 top, click "Submit Other Reports." Then, on the line that says "College Panhellenic Academy 2025 Coupon Purchase," click "Access Report."
4. Follow the instructions on the page to indicate the number of coupons you would like to purchase for each track. Once it is saved, click "Next."
5. On the next page it will show your total amount due at the top. If that is correct, select the method you would like to use to pay. If the total amount is not correct, click "Start over." **NOTE: Only click the payment method button one time. Clicking multiple times will result in multiple invoices/charges being applied to your College Panhellenic's account. If you are unsure if it went through, please email the NPC office before you submit the form again.**
  - a. Pay Online – this will take you to the credit card processing form. Complete the form with your credit card information and submit to finalize.
  - b. Pay by Check – this will take you 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:  
  
National Panhellenic Conference  
12730 Meeting House Road, Suite 200  
Carmel, IN 46032
6. You will receive your coupon code via email within 24 hours of reserving your space – it will not send immediately. Use this coupon code to register your specific attendees 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 in step one, 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.
- Sorority 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 menu bar.
2. Under National Panhellenic Conference College Panhellenic Academy 2025, select “Register” to register one attendee or “Register multiple attendees” to register up to five individuals. To register more than five, you will need to do more than one registration transaction. The coupon code can be used multiple times – up to the total number of individual registrants purchased.
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 with the instructions above until all registrants are added.

**The deadline to register name and track information for all attendees is Sunday, Dec. 13, 2024.**