

How do I register for the conference?

To register for the conference, navigate to the [register page](#), and complete the registration at the bottom of the page.

***You must sign into your account to register.** When you attempt to register, if you receive a message saying that there is already an email by that name, look for a “sign in” button midway down the screen on the right side of the form. Click that and login. Your password is likely not the password you’re using now for your email and other sign-ins. It will be the password that you used the first time you registered for an event within this system (so, probably, a password you’ve used for your email previously).



Complete the Registration

✔ Select your pass ————— Complete your profile
Begin your registration Tell us about yourself

Attendee Profile

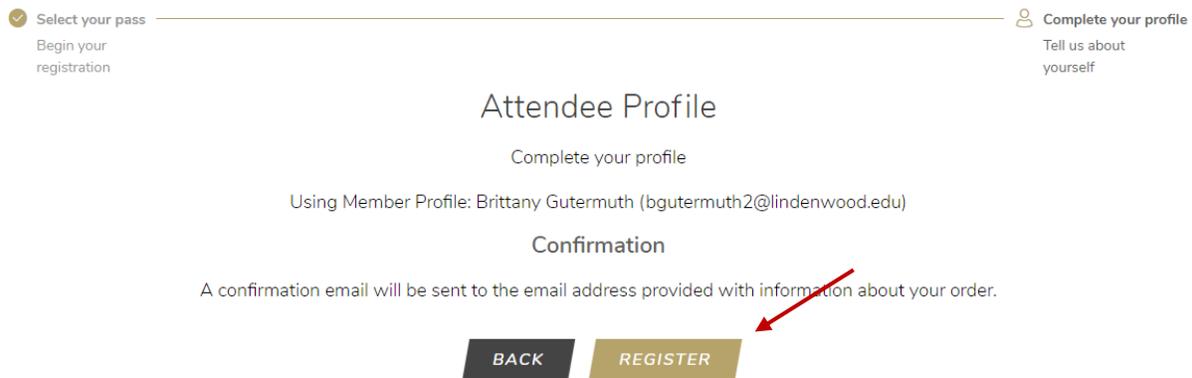
Complete your profile

Using Member Profile: Brittany Gutermuth (bgutermuth2@lindenwood.edu)

Confirmation

A confirmation email will be sent to the email address provided with information about your order.

[BACK](#) [REGISTER](#)

The registration confirmation screen. It has a progress bar at the top with two steps: 'Select your pass' (checked) and 'Complete your profile'. Below that is the 'Attendee Profile' section with the name 'Brittany Gutermuth' and email 'bgutermuth2@lindenwood.edu'. The 'Confirmation' section states that a confirmation email will be sent. At the bottom are two buttons: 'BACK' and 'REGISTER'. A red arrow points to the 'REGISTER' button.

After you have completed the registration process, you will receive a confirmation email that includes a calendar invite. We encourage you to **add the event to your calendar** for easy access to the event site.

You are registered! Now, **let’s get you scheduled for your sessions.** Go to the [agenda page](#) to find a complete list of sessions.



Scroll through the agenda and click **“ADD TO MY SCHEDULE”** to signup for sessions. *Note: you will only be able to schedule sessions if you are logged in and have completed the event registration process.

08:00

Human Resources Session

🕒 08:00-08:30, August 15, 2020 (CDT)

📍 Online

The HR breakout session, led by Amy Goellner and Brittany Brown, is designed for adjunct instructors new to the Lindenwood University community. In this session, you will become acquainted with Workday, where you have access to key payroll and tax information, the performance evaluation software, and Q2 Service Excellence that is becoming a defining characteristic of the Lindenwood culture

📅 ADD TO MY SCHEDULE



Schedule the General Session, two breakout sessions (one for each round), and your school meeting. All new adjuncts are encouraged to attend the Human Resources Session. Recordings will be made available after the conference.

For questions regarding registration, please contact Brittany Gutermuth at bgutermuth2@lindenwood.edu