

## **FAULKNER CONFERENCE ONLINE REGISTRATION INSTRUCTIONS**

Step 1: Go to the Faulkner Conference website. You can get to this website by typing in the following web address into your web browser:

<http://www.outreach.olemiss.edu/events/faulkner/>

Step 2: Scroll down the page and click the blue box labeled “Register Now” to begin the registration process. NOTE: (This was previously the link to download the paper registration form. Paper registrations are no longer available. All registrants must register through this online process.)

Step 3: Click the title “Faulkner and Yoknapatawpha Conference”

Step 4: Select registration type (Standard, 1-Day, Student) and click “Add to Cart”.

NOTE: If you are a speaker or other reduced cost participant and have been given a “Promo Code” you will have an opportunity to enter your code later in the registration process prior to payment.

Step 5: Enter your information.

- a. Please enter your name exactly as you want it to appear on your official name tag (i.e. correct spelling, capitalizations and title placement).
- b. Enter your affiliation or location as you would like it to appear on your official name tag. NOTE: You may leave this box blank if you would like your affiliation/location omitted from your name tag.
- c. Please indicate if you are currently a high school teacher - for records purposes only.
- d. Confirm all information is filled out accurately and click “Continue”.

Step 6: Review your registration order. If you would like to order a t-shirt and/or poster at this time, click “Continue Shopping”. You can “Continue Shopping” to add items until you have all items in your cart that you would like to order. When you are satisfied with your order, click “Checkout”.

Step 7: Enter your e-mail address and click “Continue”.

(NOTE: If you do not have a valid e-mail or no longer have access to one, you will need to create one for registration purposes.

Step 8: Select your payment method. (Credit Card or Bill Me Later)

If you selected Credit Card, please input the required information and click “Continue”.

If you selected Bill Me Later, please input the required information and click “Continue”.

NOTE: You will receive an invoice via email at the e-mail address you provided. If you need a physical invoice mailed to you, please contact Mary Leach at (662) 915-7847.

or by email at [mleach@olemiss.edu](mailto:mleach@olemiss.edu). She is available Monday – Friday, 8:00 a.m. - 5:00 p.m. Central Time.

Step 9: Fill in all of the required information and review for accuracy. Your phone number should be entered in (xxx) xxx-xxxx format. If you do not have a US or Canadian phone number, please enter (000) 000-0000. This information is kept for record purposes only. Confirm all information is correct and click “Review Order”.

Step 10: If you have a promo code, enter it here (promo code is case sensitive and must be entered exactly as it was provided to you). If you were not provided a promo code, proceed to Step 11.

Step 11: Review all payment and billing information. This is the final review before confirming your order. Please make edits if necessary before confirming your order. To edit your cart, you must click “Cart” in the small navigation bar near the top of the screen under the heading “Review Order”.

Step 12: If you are satisfied with your order details as they appear, click “Submit Order”. This should take you the “Order Receipt” page to confirm your registration. Once you receive this Order #, you are successfully registered for the conference. Please print a copy of this page for your records by clicking on the gray “Print” button. Your registration information has also been sent to the e-mail address you provided. To register another participant, click “Continue Shopping”.