

## 2009 Registration Instructions

Please print these instructions before getting started.

### REGISTRATION DESCRIPTIONS:

**Full Company Registrant** - is referring to the person employed by the company

**Spouse/Significant Other** – Spouse, Significant Other or any Adult Guest over age 21

**Teenager** – Ages 13 – 20 ( under age for alcoholic beverage consumption)

**Child** – refers to children ages 3 – 12

### MULTIPLE REGISTRATION INSTRUCTIONS

Type in your email address, choose register multiple people, click on the first name you plan to register ( this does not register the person at this point) once you have clicked his or her name on the right side of the page you will see a “search” box, type in the last name of the person you want to register...do not put in email address. If registering a family, all names already in our database will pop up in a box just below the search button. Click Add for each of the people you want to register, they will now show up on the left. If you have more people to register go back to the search box in type in the last names of the remaining people you want to register until you see everyone listed on the left. Once you have submitted everyone to register them, each person will have their individual form with their name already filled in. Complete the remaining portion of the forms for each person then choose submit.

### REGISTRATION and ERRORS:

When registered correctly, each person will be listed in your email confirmation page with their invoice attached. If you do not see everyone’s name you were trying to register, please call 850-942-1404 and ask for Angela before you go back in and re-register that person so we can check for errors first. **We do not want you to be charged twice for the same person.**

### INVOICES

**Your email confirmation page contains your invoice** for each person you registered so be sure to forward this to your accounting department for payment.

### FEES:

FEES Listed are per person.

### NAME BADGES

**First Name** – Name you want to appear on your name Badge i.e Charles or Chuck

### GOLF – Additional Fee Required

List any pairing requests on the bottom of the form; otherwise we will pair you with someone.

Registering for the convention does not register you to play golf, you must check the box requesting to play golf.

### **FISHING – Additional Fee Required**

Registering for the convention does not register you to fish, you must check the box requesting to fish in the tournament. There is only space for 38 people this year. No cancellation refunds due to the minimum amount of space available but you may substitute someone to go in your place.

### **SATURDAY NIGHT BANQUET**

If you register as a FULL Registrant, you automatically have a reserved seat for the Saturday night banquet but we ask that you please confirm your attendance at the banquet by checking the box that asks if you will be attending the dinner or not. This will help us in keeping an accurate headcount since this event is by **reserved seating only**.

### **SATURDAYS SEATING REQUEST:**

You can list up to 10 people including yourself if you already know who you want at your table. Be sure to list spouses names and also if you have Teenagers attending the dinner with you, don't forget to include them at your table. If you do not know who you want to sit with or you do not fill up table of 10 we will fill the table for you.

### **Children 3 – 12**

Children in this age group are invited to attend the Friday Theme party with their parents. On Saturday night, a separate children's program is provided during the adult's banquet. Please keep in mind that your child must be potty trained in order to attend the children's program.

### **CHILDS AGE**

In order to help the hotel provide appropriate staff and programming for the children's program Saturday night, it is important that we know the ages of the children attending.

### **Children/Teenagers ages 13 – 20**

Please note that children in this age group have a choice to attend either Saturday's Banquet or a Teenagers dinner. Please be sure to check the correct Saturday's attendance box.

### **Polo Shirt Sizes**

Golf shirts will again be handed out to the Male Company representative that is registered for the full convention. Please be sure to list your shirt size.

### **Ladies Gift**

Ladies gifts are different than the mens golf shirt so no size needed.

### **Email Addresses**

When completing the registration form for your spouse/significant other, PLEASE include their correct email address if they are interested in receiving emails updating them on the activities planned throughout the event.