You will select one person to do the registration and they will follow this link https://crm.stlouiscountymn.gov/Common/ApplicationLinks.aspx.

Once there they will click on “Attendee Registration”.

From there you will create an account unless you already have one from prior conferences.

Click on “Here” in the statement - TO START A NEW APPLICATION/REGISTRATION, CLICK HERE.

You will select the current year for the application and then click on Begin the Online Application.

They will click the box for “Same as Contact Information” - this is assuming the person registering is attending the conference. If they are not they will just delete their first and last name and enter the name of someone who is. This way the address information will auto-populate.

Here is where the group registration part comes in . . . click on “Add Response”. This will bring up another registration bracket so to speak. Again click the box for “Same as Contact Information”, change the name and so on and so forth until everyone attending is registered. Keep in mind - new this year is our Thursday evening social and they will also need to RSVP if each employee plans to attend. So make sure the person registering gets that information from everyone before they register.

You will then fill out the agency information and then click on Review fees. Then you can either pay online or opt to mail in a check.

Please let me know if you have any additional questions and I would be happy to walk you through the process.