Directions for Registering for PTK Catalyst 2027

GENERAL INFORMATION FOR THE CATALYST REGISTRATION PROCESS

- You're required to sign into your PTK account to complete the registration process.
- If you are an Individual, College Administrator, Sponsor, Exhibitor, PTK Guest, etc. that does not have an account with Phi Theta Kappa, you will need to create a guest account to register for Catalyst.
- If your chapter isn't allowed to bill to the chapter due to any outstanding balances, you will only be able to pay for your registration fees with the credit card payment options.

REGISTERING YOURSELF AND CHAPTER MEMBERS/REGIONAL OFFICERS FOR CATALYST

1. Click on the **Add Me** button to start your own registration.
2. Proceed through your registration until you get to the Attendee Summary page.
3. If you're just registering yourself, you can continue through the registration process until you get to the Order Summary/Payment Information page. You can select to pay via credit card or bill to your chapter. Once you've completed your payment option, click the submit button to complete your registration. You will receive a confirmation email
4. If you're registering other chapter advisors and/or members, Click on Add Group Attendee button.
5. A search box will pop up. You will need to type in the name or the email address of the attendee you want to register.
6. A list of your chapter's members, advisors, alumni, and eligibles with similar names will populate for you to select from. For Regional Coordinators all members, eligibles, advisors, and alumni in your region with similar names will populate for you to select from.
7. Click on the Add button next to the person you want to register and proceed with the registering process.
8. Repeat this process until you have all your attendees registered. Then continue to the Order Summary/Payment Information page to select your payment option and submit your registration.
9. You and each of your registered attendees will receive a confirmation email. Your confirmation email will include your full list of registrants, the total fee amount paid or billed to the chapter/region, additional information about Catalyst, and buttons at the bottom of the page to print a receipt/order or manage your registration.
10. The attendees you registered will receive a confirmation email showing their individual information, additional Catalyst information, and a manage reservation button. The manage reservation button will allow the registrant to modify their registration if necessary.
11. A confirmation page will appear that shows all your registered attendees, and the total amount paid or owed.
12. There is a print button at the bottom of the page if you want to print out your order/receipt.

MANAGING YOUR REGISTRATIONS

1. You can manage your registrations by clicking on the "Manage Registration" button at the bottom of the confirmation page. This will allow Advisors/RCs to edit information or substitute your attendees.

REGISTRATION SUBSTITUTIONS

2. If a substitution occurs, the advisor will receive and updated confirmation email reflecting the substituted attendee and the new attendee with receive a confirmation email as well.

ADVISORS NOT ATTENDING CATALYST BUT NEEDING TO REGISTER CHAPTER MEMBERS AND BE ABLE TO BILL REGISTRATIONS TO THE CHAPTER

1. Click on the "Add Group Attendee" button to start registering your group.
2. Go through the registration process and when you get to the "Attendee Summary" page, if you need to add another registrant, select the Add Group Attendee button and select a new registrant using the search option and continue the registration process until you have your entire group registered.
3. Once you have your group registered, continue through the registration process until you get to the Order Summary/Payment Information page you will be able to select either the credit card or Bill To Chapter payment option and submit your registrations.
4. The Advisor and each registrant will receive a confirmation email. The Advisor's confirmation email will show all members registered and the fee balance. There will also be a button to print an invoice and a button to manage registrations. Attendees will receive a confirmation email and will be able to manage their reservations to make any changes to their information if need be.

REGIONAL COORDINATORS NEEDING TO REGISTER CHAPTER AND REGISTER REGION

1. RCs are now able to register both their chapter and their region and to bill to each entity separately.
2. Once you've gone through the registration process for either your chapter or your region and get to the Bill To option page, you will be able to select either your chapter or your region to bill to.
3. Once your first registration is complete, you will be able to begin a new, separate registration for your other chapter/region. You'll follow the same registration process and be able to select the other entity to bill to.