Registration F.A.Q.

Which product should I choose when registering?

When registering, please make sure to carefully review your options, listed below:

» **Division of Student Affairs Staff Member** – Select this option if you are employed by the University of Georgia's Division of Student Affairs. This includes all staff employed by one of the 18 departments that comprise UGA Student Affairs, as well as those employed by the Office of the Vice President for Student Affairs and the Office of the Dean of Students.

» **Engage! Conference Presenter** – Select this option only if you have been confirmed as a presenter for the Engage! Conference 2019.

» **Non-UGA Participant Requesting Invoice** – Select this option if you are not affiliated with the University of Georgia and would like to receive an invoice for payment.

» **Non-UGA Participant Using Credit Card** – Select this option if you are not affiliated with the University of Georgia and will pay for registration with a purchasing card or credit card.

» **UGA CSAA Faculty Member** – Select this option if you are a faculty member in the University of Georgia's College Student Affairs Administration (CSAA) program.

» **UGA Faculty/Staff Member Using Chart String** – Select this option if you are a faculty or staff member employed by the University of Georgia and will pay using a departmental chart string.

» **UGA Faculty/Staff Member Using Credit Card** – Select this option if you are a faculty or staff member employed by the University of Georgia and will pay with a purchasing card or credit card.

There's no charge listed when I'm checking out; is that okay?

Due to the way the Marketplace works, if you're paying with a chart string or requesting an invoice, there will not be a charge listed when you check out. Instead, you will see that charge on the invoice you receive or once your chart string is processed.

I'm a UGA alumni; how do I get my discounted registration?

Go ahead and select the best registration option that describes your current role – when you fill out your registration, you will be prompted to select if you are an alumni, and once you do, your discount will be applied to your registration fee.

I'm a student at another institution; am I eligible for the UGA Student discount?

Unfortunately not! The UGA Student rate is reserved for currently enrolled University of Georgia students only.

I'm a student affairs professional at UGA; how should I register?

If you work for one of the 18 departments that comprise UGA Student Affairs, please register as a "Division of Student Affairs Staff Member."

If you are a student affairs professional at UGA, but **do not** work for one of these departments, you will need to register with one of the "UGA Faculty/Staff Member" options.

Not sure where you land? Please contact us at 706-542-8229 or lsi@uga.edu.

Can I register for someone else?

Absolutely! You can register for multiple people at the same time, just select the number of individuals to register. If you need to register participants who fall under different product categories, you should be able to select "Continue Shopping" once you get to the Shopping Cart.

What information do I need to provide when registering?

Different products may require different information, but generally, you will need the following:
» Registrant's First and Last Name
» Registrant's Institution (if other than UGA) or Department (if UGA)
» Registrant's Email Address
» Registrant's Preferred Full Name for Badge
» Registrant's Professional Title for Badge
» Any ADA accommodations
» Any dietary needs
» Purchaser Name, Email, and Institution
If you are requesting an invoice, you will also need:
» Invoice Contact Name
» Invoice Contact Phone
» Invoice Address
If you will be paying with a UGA Chart String, you will also need:
» SpeedType Information or the appropriate Fund, Program, Department, and Class codes
» Departmental Account Contact Name, Email, and Phone

For additional inquiries or quesitons, visit https://bit.ly/EngageConference2019 or contact us at lsi@uga.edu or 706-542-8229.