

General Attendee Registration Guide for the 2022 National Rural Grocery Summit

Items to note:

- Two options for payment are available: credit card and invoice.
- Registrations can be taken over the phone by calling the WSU Conference Office at 316-978-6493.
- The WSU Conference Office is happy to assist with registration questions or concerns in any way. Please call 316-978-6493 or email conference.office@wichita.edu.

Directions for online registration:

1. On a web browser, navigate to the registration page:
<https://www.enrole.com/wichita/jsp/course.jsp?categoryId=10002&courseId=CN-22-RGI>
2. A new browser page will open that shows the event details and registration options. Under **Available Sessions** Click *“General Attendee Registration”* if registering as a general attendee.

National Rural Grocery Summit



Join us for the National Rural Grocery Summit on June 20 and 21, 2022, in Wichita, Kansas.

The National Rural Grocery Summit is the premier networking and resource-sharing venue for independent grocers and rural food access stakeholders. This biennial summit brings together store owners, citizen leaders, food suppliers, academic researchers, healthy food access practitioners, policy makers, and funders to learn from and strategize with one another about sustaining rural grocery stores and improving rural access to healthy foods.

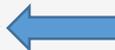
Register online: Click the link that best applies to you under "Available Sessions" below - A) *Grocer Registration* or B) *General Attendee Registration*.

If you prefer to register over the phone, call the WSU Conference Office at 316-978-6493 or email conference.office@wichita.edu. Please include your name and mention that you'd like to register for the National Rural Grocery Summit.

Available Sessions

Grocer Registration, click here: [June 20-21, 2022, Drury Plaza Hotel Broadview](#)

General Attendee Registration, click here: [June 20-21, 2022, Drury Plaza Hotel Broadview](#)

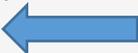


4. The next page will show **Event Details** and **Event Location**. Select *“General Registration”* in the drop-down menu. Then click *“Add to Cart”*. If you have been selected as a speaker, choose *“Selected Speaker Registration”* in the drop-down menu.

Event Details

Every day, starting on 06/20/22 and ending on 06/21/22

 [View Full Schedule](#) |  [Add to my Calendar](#)

Price: 

Event Location

Drury Plaza Hotel Broadview

400 W Douglas Ave
Wichita, KS 67212

[Add to Cart](#) 

- The next page will show **Attendee List** and **Shopping Cart**. The Shopping Cart will show a balance of \$0.00 until one or more attendees is added. Click *Continue as "Guest and Add Attendee"*.

Attendee List

You have no attendees listed in your shopping cart

Shopping Cart

	Unit Cost	Discount	Total Price
▶ National Rural Grocery Summit			
06/20/22 - 06/21/22, Drury Plaza Hotel Broadview	\$150.00	\$0.00	\$0.00 
Grand Total:			\$0.00



[Continue Shopping](#) [Continue as Guest and Add Attendee](#) [Sign In/Create an Account](#)

Please click the "Continue as Guest and Add Attendee" button to add your information for the event listed in the shopping cart above. Total Price information will appear after an attendee has been added.

- Input the requested information for your first attendee and click the yellow *"Submit"* button.

Continue as Guest and Add Attendee

Please provide the following personal information. If a field is not marked mandatory and does not apply please feel free to skip it.
Items marked with a * are required

Email Address *	<input type="text" value="email@example.com"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Title	<input type="text"/>
Address *	<input type="text"/>
	<input type="text"/>

- You will now see the first attendee in the **Attendee List** and a price in the **Shopping Cart**. If you have more than one person to register, click “Continue as Guest and Add Attendee” until all individuals are shown in the Attendee List.

Attendee List

John Smith (john.smith@university.com)	✖
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Shopping Cart

	Unit Cost	Discount	Total Price
▶ National Rural Grocery Summit 06/20/22 - 06/21/22, Drury Plaza Hotel Broadview	\$150.00	\$0.00	\$150.00 ✖
John Smith ✖			
Grand Total:			\$150.00
<input type="text"/>			<input type="button" value="Promo Code"/>

- When all attendees have been added, you will see your total price in the **Grand Total**. Click the yellow “Checkout” button.

Attendee List

John Smith (john.smith@university.com)	✖
Jane Doe (jane.doe@university.com)	✖

Shopping Cart

	Unit Cost	Discount	Total Price
▶ National Rural Grocery Summit 06/20/22 - 06/21/22, Drury Plaza Hotel Broadview	\$150.00	\$0.00	\$300.00 ✖
x (# of attendees) 2			
John Smith ✖ Jane Doe ✖			
Grand Total:			\$300.00
<input type="text"/>			<input type="button" value="Promo Code"/>

9. Complete the **Required Information** for each attendee.

Required Information

[This information is needed based on your choice of classes. If you cannot answer the question, please enter N/A]
Items marked with a * are required

▶ John Smith (john.smith@university.com)

Please indicate if you have any medical or religious dietary requirements. *

Do you require any special accommodations? *

What organization are you representing? *

Will you attend the opening lunch on June 20th? (indicate yes or no) *

Will you attend the evening reception on June 20th? (indicate yes or no) *

Will you attend the conference lunch on June 21st? (indicate yes or no) *

Please list the name you want printed on your badge. *

Please list your store name and position in the following format: Store Name, Position*

▶ Jane Doe (jane.doe@university.com)

Please indicate if you have any medical or religious dietary requirements. *

Do you require any special accommodations? *

10. Select answer from the drop-down menu for *“How did you hear about us?”*. Click on the *“next”* button.

Billing Information

Promotional Mailing Code:

How did you hear about us?

11. Under **Billing Information**, choose your preferred Payment Option, then click *“Next.”* Checking *“Total Amount”* will bring you to the credit card portal. Checking *“Invoice Me”* will proceed with sending invoices to the individuals registered. Both options will allow you to review your order before submitting payment.

Billing Information

Promotional Mailing Code:

How did you hear about us?

Payment Options

\$300.00 - Total Amount

Invoice Me



12. To pay by credit card or receive an invoice, click “Submit Order.”

Session	Attendees	Unit Price	Discount	Total Price
National Rural Grocery Summit 06/20/22 - 06/21/22 Drury Plaza Hotel Broadview	John Smith (7800C7B0) Jane Doe (780E3530)	\$150.00	\$0.00	\$300.00

Total Charge: \$300.00



13. If you chose to receive an **invoice**, the next page will look like this:

Thank you. Your order has been placed.

Order	Attendee	Session	Fee	Message
78A35CC9	John Smith (7800C7B0)	National Rural Grocery Summit	\$150.00	
78A360B0	Jane Doe (780E3530)	National Rural Grocery Summit	\$150.00	

Total Charge: \$0.00 * You will receive an invoice for any remaining balance

14. If you selected to pay by **credit card**, you will now be taken to the payment portal.