

# Registration Guide for the 2020 Great Plains Honors Council Conference

## Items to note:

- Two options for payment are available: credit card and invoice.
- Order confirmations will be received by email the same day. Invoices will be received the next day.
- When choosing the invoice option:
  - If you are registering a group, an individual invoice will be sent to each registrant.
  - To receive all invoices for your entire group, you have several options:
    - Request a single invoice for the group through the WSU Conference Office by calling 316-978-6493 or emailing [conference.office@wichita.edu](mailto:conference.office@wichita.edu). Please provide the names of each individual in your group. (*preferred*)
    - Request that each individual in your group forward their emailed invoices to the main registrant.
    - Use the main registrant's email address as the email address for all individuals registered.
- 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](mailto:conference.office@wichita.edu).

## Directions for online registration:

1. On a web browser, navigate to the registration page: [www.wichita.edu/gphc2020](http://www.wichita.edu/gphc2020) and click "Register."
2. Under **Available Sessions**, click the link that says "Click *HERE* to Register for the 2020 Great Plains Honors Council on March 20-22, 2020."

WSU Office for Workforce, Professional & Community Education Homepage  
If you have trouble registering online please call our office at 316-978-3731 to register

Search Catalog 🔍

**Course Detail: CN-20-GREATPLAINS - 2020 Great Plains Honors Council**

Conference 2020

The Dorothy and Bill Cohen Honors College at Wichita State University and the Honors Program at Hutchinson Community College are proud to host the 2020 Great Plains Honors Council Conference. GPHCC will take place March 20 -22, 2020 in Wichita, Kansas.

**Available Sessions**

Click [HERE](#) to Register for the 2020 Great Plains Honors Council on March 20-22, 2020



- The next page will show you the Schedule, Times, and Price of the event. If this looks correct, click the yellow button that says "Add to Cart."

[ Search Catalog ]

**Course Detail: CN-20-GREATPLAINS - 2020 Great Plains Honors Council**



Conference 2020

The Dorothy and Bill Cohen Honors College at Wichita State University and the Honors Program at Hutchinson Community College are proud to host the 2020 Great Plains Honors Council Conference. GPHCC will take place March 20 -22, 2020 in Wichita, Kansas.

**Session Detail: CN-19-GREATPLAINS**

**Schedule:** Every day, starting on 03/20/20 and ending on 03/22/20

**Times:** 08:00am - 05:00pm

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

**Price:** GPHCC Early Bird Registration Fee (Early bird registration fee(s) must be received by 5 p.m. February 5.) : \$125.00

[Add to Cart](#)



- The next page will show you your group's **Attendee List** and **Shopping Cart**. *The Shopping Cart will show a balance of \$0.00 until one or more attendees is added.* Click the black button that says "Continue as Guest and Add Attendee."

[ Search Catalog ] 🔍

**Attendee List**

You have no attendees listed in your shopping cart

**Shopping Cart**

	Unit Cost	Discount	Total Price	
▶ 2020 Great Plains Honors Council				
03/20/20 - 03/22/20,	\$125.00		\$0.00	\$0.00 <span style="color: red;">✖</span>
			<b>Grand Total:</b>	<b>\$0.00</b>

[Continue Shopping](#)
[Continue as Guest and Add Attendee](#)
[Account](#)
Each session/subsession must have at least one attendee



5. 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"/>
City *	<input type="text"/>
State/Province *	<input type="text" value="Kansas"/>
Zip/Postal Code *	<input type="text"/>
Country *	<input type="text" value="United States"/>
Daytime Phone *	<input type="text"/>
Evening Phone	<input type="text"/>
Mobile Phone	<input type="text"/>

6. 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.

Search Catalog

### Attendee List

John Smith (advisor@university.com)  

### Shopping Cart

	Unit Cost	Discount	Total Price
▶ 2020 Great Plains Honors Council			
03/20/20 - 03/22/20,		\$125.00	\$0.00
			\$125.00 
<input type="text" value="John Smith"/>			
Grand Total:			\$125.00
<input type="text"/>			<input type="button" value="Promo Code"/>



7. When all attendees have been added, click the yellow "Checkout" button.

### Attendee List

Jordan Jones (student2@university.com)	✕
Susie Swanson (student@university.com)	✕
John Smith (advisor@university.com)	✕

### Shopping Cart

	Unit Cost	Discount	Total Price
▶ 2020 Great Plains Honors Council			
03/20/20 - 03/22/20,		\$125.00	\$0.00
		x (# of attendees) 3	\$375.00 ✕

Jordan Jones ✕  
Susie Swanson ✕  
John Smith ✕

Grand Total: \$375.00



8. 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

▶ Jordan Jones (student2@university.com)

Do you require a vegetarian meal? \*

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

Do you require any special accommodations? \*

Are you or the person you are registering under the age of 18? \*

The person being registered is a? \*

If you are flying into Wichita will you need a shuttle from the airport? (You will receive an email requesting flight information as the conference approaches) \*

Are you willing to serve as a moderator during the oral presentations? \*

Please select the desired excursion. \*

▶ Susie Swanson (student@university.com)

Do you require a vegetarian meal? \*

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

9. 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

**Payment Options**

\$375.00 - Total Amount

Invoice Me

10. To pay by credit card or receive and invoice, click “Submit Order.”

## Summary Review

Please confirm your order.

Session	Attendees	Unit Price	Discount	Total Price
2020 Great Plains Honors Council 03/20/20 - 03/22/20	John Smith (24700F08) Susie Swanson (2476AA70) Jordan Jones (24785820)	\$125.00	\$0.00	\$375.00

Total Charge: \$0.00



## Thank you. Your order has been placed.

Order	Attendee	Session	Fee	Message
248F4739	Jordan Jones (24785820)	 2020 Great Plains Honors Council	\$125.00	
248F473A	Susie Swanson (2476AA70)	 2020 Great Plains Honors Council	\$125.00	
248F4B20	John Smith (24700F08)	 2020 Great Plains Honors Council	\$125.00	

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

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