

Registration Guide for the 2022 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 these options:
 - *(Preferred method)* Request a single invoice for the group through the WSU Conference Office by calling 316-978-6493 or emailing conference.office@wichita.edu. Please provide the names of everyone in your group.
 - Request that everyone 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.

Directions for online registration:

1. On a web browser, navigate to the registration page: www.wichita.edu/gphc2020 and click "Register Now!"
2. A new browser page will open that shows the event details and price per person. Click the yellow "Add to Cart" button.

2022 Great Plains Honors Council Conference

Welcome to the registration portal for the 2022 Great Plains Honors Council Conference in Wichita, Kansas. Click the link below to register.

More information about the conference can be found at https://www.wichita.edu/academics/honors_college/GPHC_2020/gphc_home.php

Event Details

Every day, starting on 03/18/22 and ending on 03/20/22



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

Price: GPHCC Early Bird Registration Fee : \$125.00

Add to Cart




3. The next page will show 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."

Attendee List

You have no attendees listed in your shopping cart

Shopping Cart

	Unit Cost	Discount	Total Price
▶ 2022 Great Plains Honors Council Conference			
03/18/22 - 03/20/22,		\$125.00	\$0.00
			\$0.00 
Grand Total:			\$0.00

[Continue Shopping](#)

[Continue as Guest and Add Attendee](#)

[Sign Up for an Account](#)

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

4. 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"/>


5. 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 (advisor@university.com) 


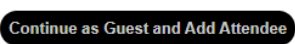
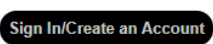


Shopping Cart

	Unit Cost	Discount	Total Price
▶ 2022 Great Plains Honors Council Conference			
03/18/22 - 03/20/22,		\$125.00	\$0.00
			\$125.00 

John Smith 


Grand Total: \$125.00





    

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


Attendee List

Jordan Jones (student2@university.com) 


Susie Swanson (student@university.com) 


John Smith (advisor@university.com) 


Shopping Cart

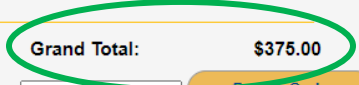
	Unit Cost	Discount	Total Price
▶ 2022 Great Plains Honors Council Conference			
03/18/22 - 03/20/22,		\$125.00	\$0.00
			\$375.00 


x (# of attendees) 3


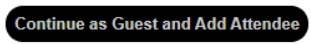



Jordan Jones 

Susie Swanson 

John Smith 

Grand Total: **\$375.00** 



7. 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)

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

Do you require any special accommodations? *

T-Shirt Size * Adult Large

Are you or the person you are registering under the age of 18? * No

The person being registered is a? * Faculty

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) * No

Are you willing to serve as a moderator during the oral presentations? * No

Please select the desired excursion. * A. Wichita Art Tour (1:30 - 5:30 p.m.)

▶ Susie Swanson (student@university.com)

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

Do you require any special accommodations? *

8. 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

choose option

Payment Options

- \$375.00 - Total Amount
- Invoice Me



Next >


9. To pay by credit card or receive an invoice, click "Submit Order."

Summary Review

Please confirm your order.




Session	Attendees	Unit Price	Discount	Total Price
2022 Great Plains Honors Council Conference 03/18/22 - 03/20/22	John Smith (24700F08)	\$125.00	\$0.00	\$375.00
	Jordan Jones (24785820)			
	Susie Swanson (2476AA70)			

Total Charge: \$0.00

[Cancel](#) [Submit Order](#) 

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
6E469B79	Jordan Jones (24785820)	 2022 Great Plains Honors Council Conference	\$125.00	
6E469F60	Susie Swanson (2476AA70)	 2022 Great Plains Honors Council Conference	\$125.00	
6E46A348	John Smith (24700F08)	 2022 Great Plains Honors Council Conference	\$125.00	

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

[Continue shopping](#) [Logout](#) [Print this page](#)

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