

## Registering for Conference: A Guide

Welcome! ArizOTA and Aspire OT would like to thank you for your interest in registering for the first ever ArizOTA virtual conference. This guide provides helpful tips for a smooth experience. If for any reason you need assistance, please reach out to [info@AspireOT.us](mailto:info@AspireOT.us).

### Conference Basics

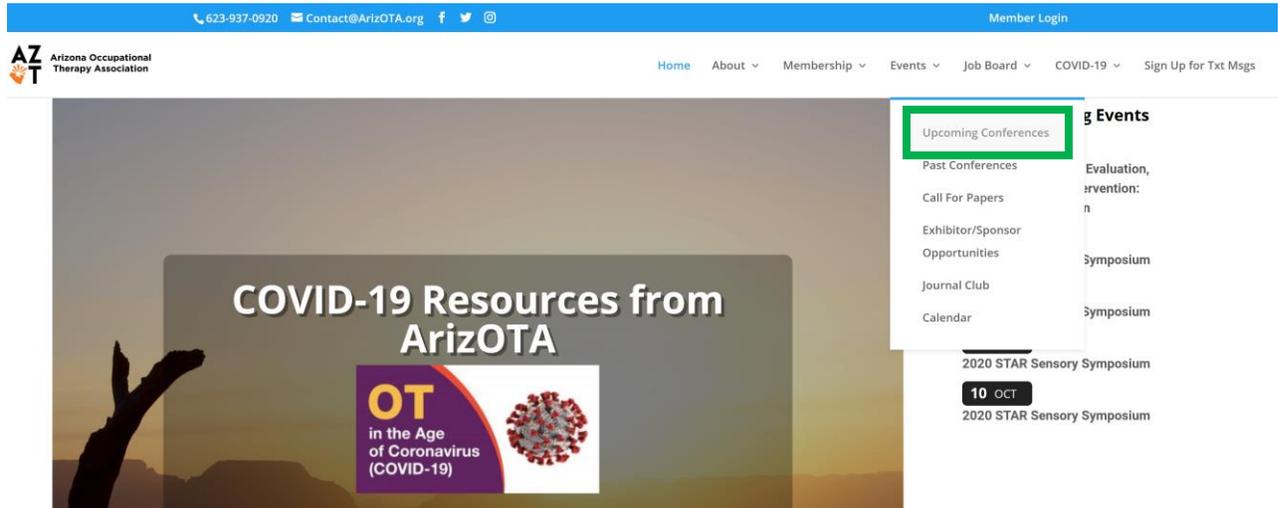
ArizOTA is offering conference virtually October 23 and 24th through webinars and pre-recorded presentations. You can register for conference by choosing between two day or one day registration along with your designation (OT, OTA, or student). Discounts are also offered for ArizOTA members. Once registered, you will be able to access each course individually for the day(s) you choose. Handouts will be available within each course beginning October 15<sup>th</sup>. On the scheduled day, the courses will begin at their scheduled time with the link for the presentation available approximately one hour before the start time. Each morning, you will receive a reminder for the courses you are registered for.

If you miss a live conference session, you will have access to the recording of the presentation to view later if the session is being recorded. The course webpage will indicate if the course is NOT being recorded. The recordings will be available after conference has ended. You will have access to all courses for 6 months from the date you registered.

Continue on for directions for registering!

# How to Register for Conference

1. Visit [www.ArizOTA.org](http://www.ArizOTA.org) and navigate to the “Upcoming Conferences” section by clicking the section highlighted in green below.



2. Once on the ArizOTA Fall Conference page, you can review the page for general information then click on “Register Now on Aspire OT’s Website”.

## Upcoming ArizOTA Conferences



ArizOTA 2020 Fall Conference  
Friday-Saturday, October 23-24  
Virtual Platform

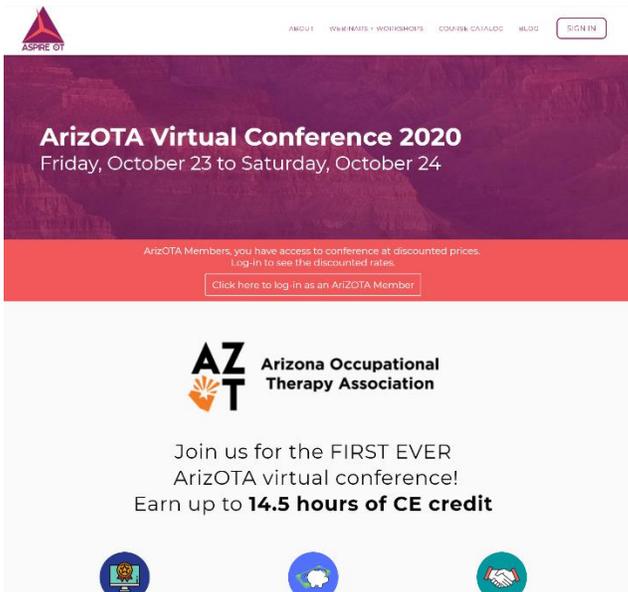
36.5+ CEUs (Live & Recorded Courses/Presentations)



ArizOTA is excited to partner with Aspire OT to provide our very first virtual-only conference!

[Register Now on Aspire  
OT's Website »](#)

[View Registration Guide »](#)



3. You should now be on the ArizOTA Conference Sales page. It will look similar to the picture on the left.
4. Scroll down to view a schedule as well as information on each course including date, time, course description, presenter, and which track the course is featured in.
5. Review the courses and determine if you want to attend conference Friday and/or Saturday then scroll to the “Registration section”.

*To continue these directions, scroll down and choose the “Member” or “Non-Member” section.*

## MEMBERS



ArizOTA members will choose the light purple button to view discounted prices.



Choose OT, OTA, or student.

Then choose Friday, Saturday, or 2-Day registration.

## Sign up to Aspire OT!

What's your name?

Name

What's your e-mail?

E-mail

Your password?

Password

Start your learning journey

Sign in with your account

Forgot your password?

If you do not have an Aspire OT account, you will be asked to create an account at this time by entering your first and last name, email, and choosing a password.

If you DO have an Aspire OT account, click the bottom button (highlighted in green in the picture) and enter your email and password

Check out

Review order 

	Arizota 2020 Full Conference OT:	<del>\$ 1125</del> <b>\$ 365</b>
	Have a coupon? <input type="text"/>	Redeem <b>\$65.00</b>
		<b>Total: \$300</b>

I accept the [Terms & Conditions](#)

Continue

You will now see the “Check out” window.

Your discount will be shown in green.

The bottom total reflects the amount you will be paying.

Review and accept the Terms & Conditions

Click “Continue.”

*Move down to Step 6 in these instructions*

## NON-MEMBERS

Registration!

Registering for virtual conference allows you access to the courses you want with the flexibility of viewing recordings later if you miss a course or have a course offered at the same time.

ARIZOTA MEMBERS, click here to register with your member discount

Click here if you are an OT

Click here to if you are an OTA

Click here if you are a student

Choose OT, OTA, and student by clicking the appropriate button.

**OTR**

**OT Full Conference**  
14.5 hours of CE Content  
**Price: \$365**  
Members: \$300

This registration includes all courses on Friday and Saturday.

Review Courses and Purchase for \$365

**OT ONE Day Registration: FRIDAY**  
7 hours of CE Content  
**Price: \$185**  
Members: \$150

This registration includes all courses for Friday.

Review Courses and Purchase for \$185

**OT ONE Day Registration: SATURDAY**  
7 hours of CE Content  
**Price: \$185**  
Members: \$150

This registration includes all courses for Saturday.

Review Courses and Purchase for \$185

Choose Friday, Saturday, or 2-Day registration.

You can now review the courses and choose “Buy Now”.

## Sign up to Aspire OT!

**What's your name?**  
Name

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**What's your e-mail?**  
E-mail

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**Your password?**  
Password

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Start your learning journey

Sign in with your account
Forgot your password?

If you do not have an Aspire OT account, you will be asked to create an account at this time by entering your name, email, and choosing a password.

If you DO have an Aspire OT account, click the bottom button (highlighted in green in the picture) and enter your email and password.

You will now see the “Check out” window.

The bottom total reflects the amount you will be paying.

Review and accept the Terms & Conditions

Have a coupon? 328638

Name

Street

Postcode City

United States

Payment Info

pon? 520010

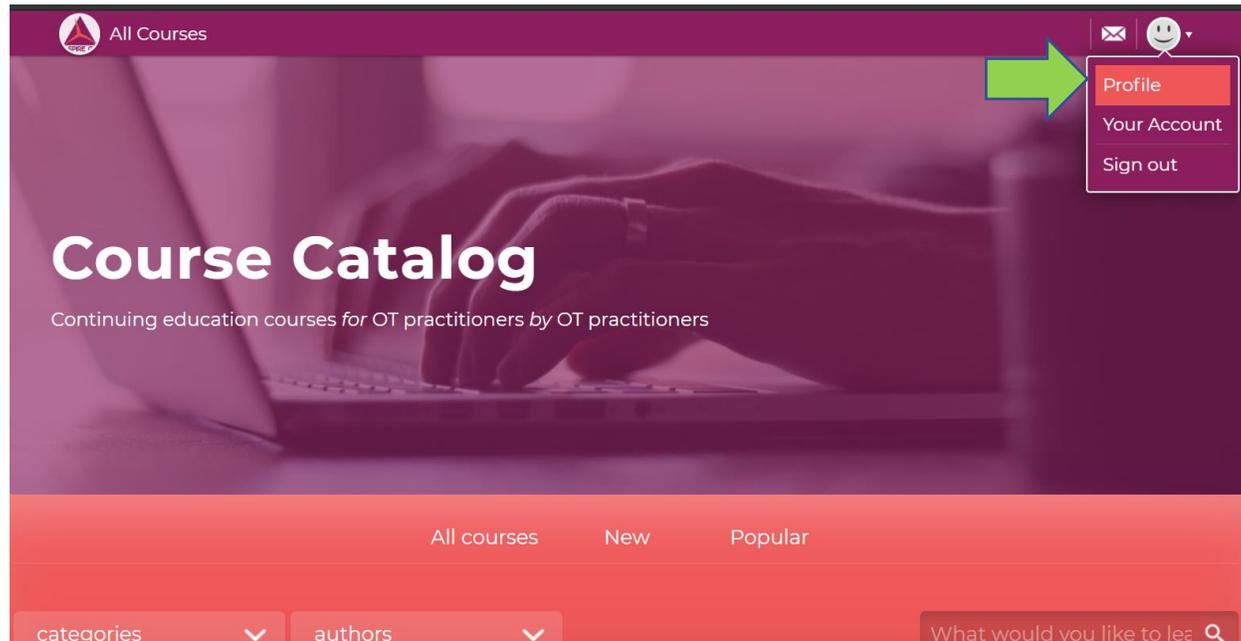
1234 1234 1234 1234

MM / YY CVC

Pay

6. You will need to enter your address and credit card information

- 8 You will now be taken to Aspire OT’s course catalog page. If you do not see your new courses here, they are very easy to get to. You just click on the smiley face icon in the upper right-hand corner and choose “Profile.”



- 9 You can now see each individual course that was included in the bundle you purchased. You can access each course which will have the handouts (beginning on October 15th) and webinar access information.

You will receive a reminder email each day that you are registered for. You can come back to [www.AspireOT.us](http://www.AspireOT.us) and log-in at any time to access your courses.

Aspire OT is always happy to help. Please email us at [info@AspireOT.us](mailto:info@AspireOT.us).