



## Registering for Conference: A Guide

Welcome! NOTA and Aspire OT would like to thank you for your interest in registering for the first ever NOTA 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

Conference is being offered virtually April 23 - 24 through live webinars. You can register for conference by choosing to purchase a one-day bundle (Friday or Saturday) or by purchasing the full conference bundle which will provide access to both conference days. Once you purchase a bundle, you will be able to access each course within that bundle. Handouts will be available within each course beginning April 19th. The courses will begin at their scheduled time with the link for the presentation available approximately one hour before the scheduled time.

If you miss a live conference session in your bundle, you will have access to the recording of the presentation to view up to a year from the day you register. The recordings will be available after conference has ended. You will have access to all courses one year from the date you registered.

Continue on for directions for registering!

# How to Register for Conference

1. Visit [www.notaonline.org](http://www.notaonline.org) and click on the “NOTA Conference” tab.



2. Scroll down and find two buttons labeled “NOTA Member- Aspire OT Log In” and “Non-Member – Aspire OT Log In” See green highlight in image.

3. NOTA members should click on the “NOTA Member- Aspire OT Log In.” Non-members should choose the other button.

**Members:** You will need to log-in to NOTA’s website at this time. This will allow you to register with your member discount.



4. You should now be on the NOTA Conference Sales page. It will look similar to the picture on the left.

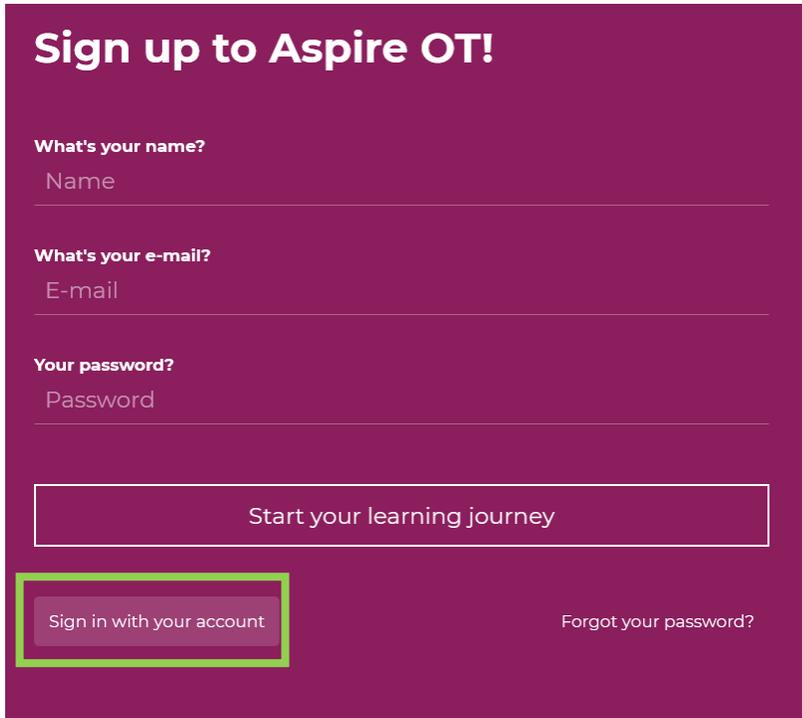
5. Scroll down to view a schedule as well as information on each course including date, time, course description, and presenter.

6. Review the courses and determine which bundle you would like to register for. You will want to scroll to the bottom to choose the bundle.

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

## MEMBERS

Click to the purchase button of the bundle that you want.



**Sign up to Aspire OT!**

What's your name?  
Name

What's your e-mail?  
E-mail

Your password?  
Password

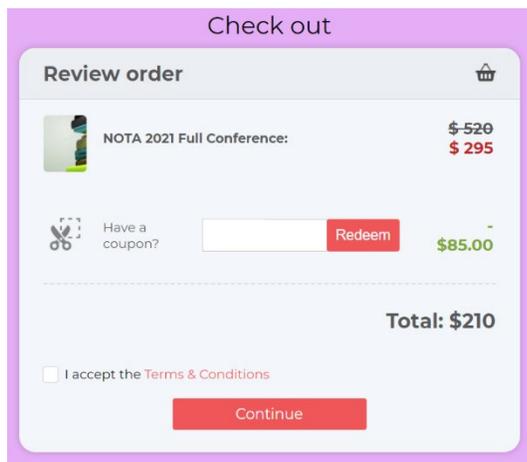
Start your learning journey

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 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

	NOTA 2021 Full Conference:	\$-520 \$ 295
	Have a coupon?	<input type="text"/> Redeem \$85.00
<b>Total:</b>		<b>\$210</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.

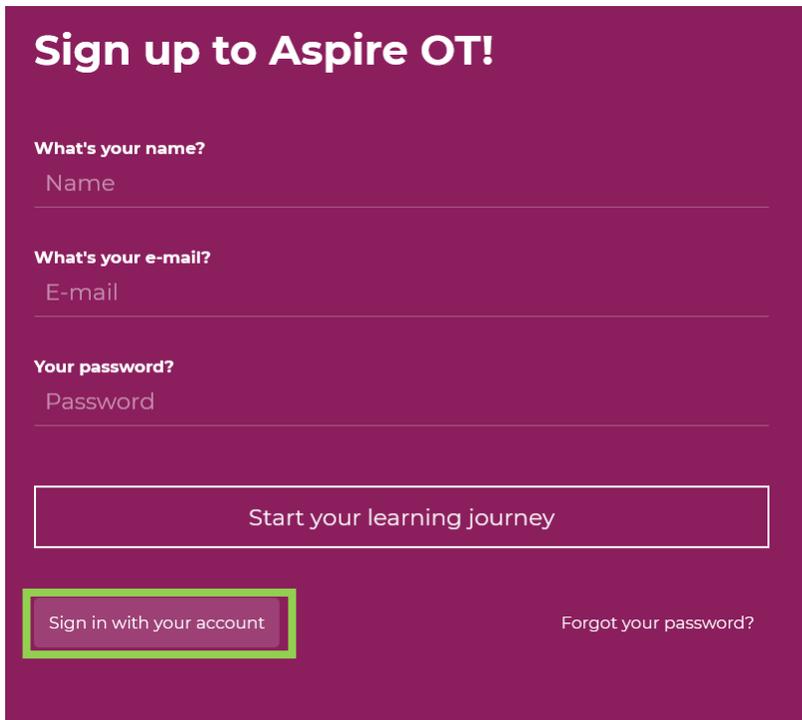
Click “Continue.”

*Move down to Step 7 in these instructions*

## NON-MEMBERS

Click on the purchase button for the bundle that you would like to register for.

Review the bundle you wish to purchase and click “Buy now”.



**Sign up to Aspire OT!**

What's your name?  
Name

What's your e-mail?  
E-mail

Your password?  
Password

Start your learning journey

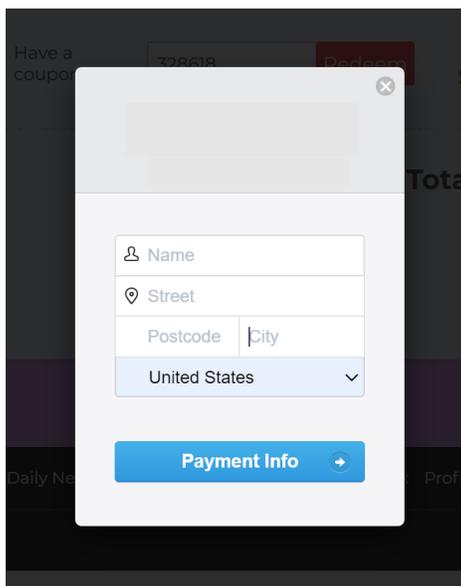
Sign in with your account

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 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.

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



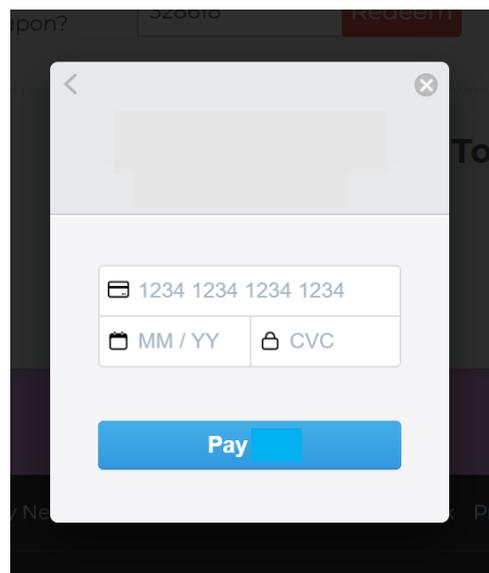
Name

Street

Postcode City

United States

Payment Info

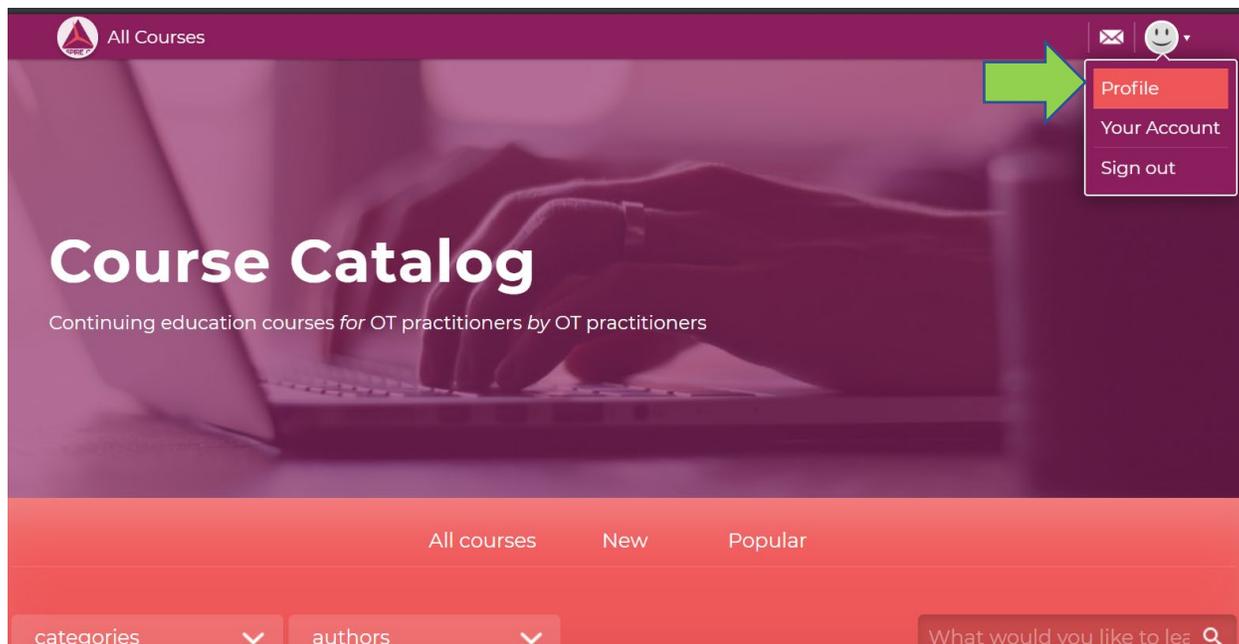


1234 1234 1234 1234

MM / YY CVC

Pay

- 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 handouts (beginning on April 19th) and webinar access information. There is also a discussion board that you can interact with the instructors before and after the webinar.

You will receive a reminder email the morning of your conference date(s). Remember 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).