

JAMAICA ASSOCIATION OF GUIDANCE COUNSELLORS IN EDUCATION  
STEP BY STEPS INSTRUCTIONS ON HOW TO REGISTER ONLINE FOR THE 2011 CONFERENCE



Welcome to CONFERENCE 2011

This year's conference registration will be facilitated ONLINE. Last year, besides a couple challenges, the online registration of delegates made for a smooth process.

**\*TWO QUICK REMINDERS: You must take with you, your PRINTED ONLINE REGISTRATION CONFIRMATION & YOUR BANK RECEIPT TO THE CONFERENCE VENUE.**

**\*If there is more than one Counsellor or attendees from your school/institution, EACH person must register online SEPERATELY.**

**\*There is NO NEED to FAX your BANK PAYMENT RECEIPT to Ms. Petla Davis.**

Registering online will allow you to:

1. Confirm your attendance to the 2011 Conference
2. If you wish, pre-order your JAGCE shirt/s (Pre-orders ONLY. Additional shirts will NOT be available for sale at the conference)
3. If you will be choosing your double occupancy roommate, when your roommate is registering online in the appropriate field, they MUST provide your name, as you will provided theirs, as your roommate preference.)

What were the challenges last year?

1. Persons turned up to the hotel WITHOUT their REGISTRATION CONFIRMATION. Your registration confirmation is emailed to the address you provide the system, after you have completed the registration process. You **MUST PRINT this confirmation and TAKE IT WITH YOU** to the hotel. Also take your BANK RECEIPT.
2. A few persons REFUSED to register online. You cannot attend/be admitted to the conference, unless you register online.
3. There were persons who did not register online because they didn't understand the process, or they had no access to a computer.  
Computers and an Aid will be on location at the hotel, to assist you to register.

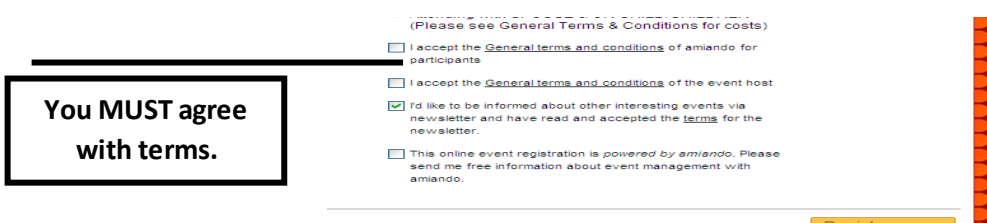
What is the registration process?

1. Pay your conference registration fee at any branch of Scotiabank.
2. Log on to [www.amiando.com/jagce2011](http://www.amiando.com/jagce2011)
3. Click 'REGISTER HERE' to the right of your screen.

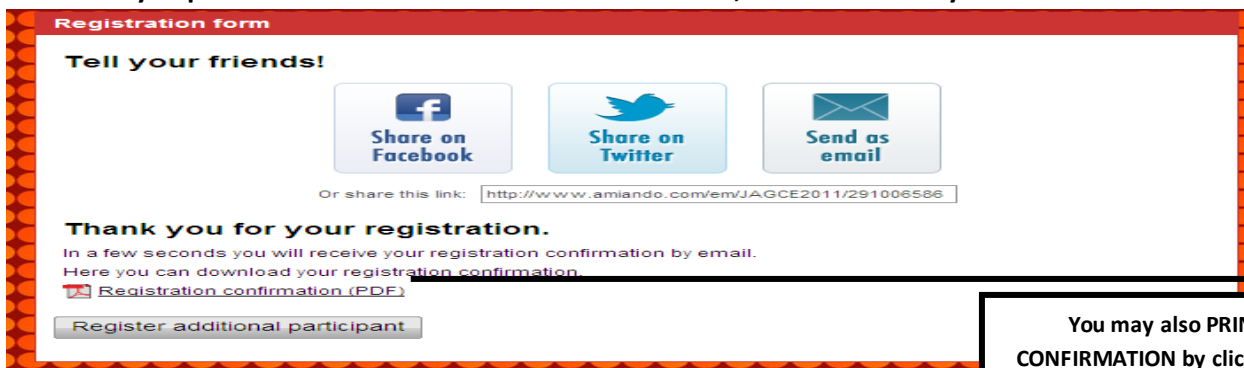


Click "Register Here" to begin.

4. Complete the fields as they appear, and as required.  
**NOTE:** Some fields that are REQUIRED. You must input the requested information in these fields. Failure to do so, will prevent you from completing your registration.
5. Ensure to SELECT that you Agree with the terms and conditions etc...



6. Once you have completed your online registration, an E-MAIL CONFIRMATION will be sent to the email address you provided. You **MUST PRINT** this confirmation, and take it with you to the conference.



You may also PRINT your CONFIRMATION by clicking on THIS PDF File Tab.

7. Should you have any questions/concerns **NOT RELATED TO YOUR CONFERENCE FEES**, e-mail [craigmcnally@hotmail.com](mailto:craigmcnally@hotmail.com) or call Craig McNally at 469-4252.
8. DIRECT ALL **MONEY RELATED QUERIES** TO Petla Davis 843-5253

