

2026 Arts Express Registration

Conference registration for all teachers and specialists will be completed by the school secretary using the following steps:

1. Visit the Arts Express registration page at <https://na.eventscloud.com/ae2026reg>
2. The school secretary enters their own name and email address as the primary contact person purchasing.
3. Select "Purchase Registration for Someone Else or for a Group of Educators"
4. After entering the remaining contact information, enter the number of registrations you would like to purchase for your school/group (this includes all teachers and BTS Arts specialists).
5. Pay for the whole group with a P-card (\$95 per registrant before March 31st, \$125 after March 31st)
6. Reconcile the P-card:
 - a. The school pays for the first three teacher registrations. The District will match up to three additional registrations. For example, If the school pays for two teacher registrations, the District will pay for two more teachers to attend.
 - i. Use school codes for the first three teacher registrations
 - ii. Additional teachers paid by District 10 E xxx 5401 2290 331
 - b. The District pays for the BTS Arts Specialists.
 - i. BTS Specialists paid by District 10 E 073 4566 2290 331
7. After completing your group registration/payment, you will receive two emails:
 - a. The first email is your confirmation email that will include a **reference number**. This is like a receipt number that allows you to view the number of registration tickets you have purchased and modify your purchase if you need more (or fewer) tickets. However, is it NOT the **group code**. You will receive the group code to forward to your group participants in a different email within 1-2 business days.
 - b. The second email will include your **group code** for all attendees in your group. This code can be used the same number of times as the number of "tickets" (or registrations) purchased. Secretaries send the group code to the group participants via email. Participants submit their own name and email and use the group code on the first screen of registration. After clicking "Continue," participants will be able to create their custom conference schedule.