



June 9-10, 2020 at Timberline Middle School in Alpine School District

# 2020 Arts Express Registration

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

1. Visit the Arts Express registration page at:  
<https://web.cvent.com/event/999a6a41-0af9-46a5-a581-5da4491022d4/summary>
2. Enter the first attendee's email and information and add the secretary's name and email to the CC email line (for confirmation/receipt).
3. Skip the page where the teacher would select sessions and go to the confirmation page. On that page, click "add group member," and then repeat the process for each person in the group, adding each attendee's email and information.
4. Pay for the whole group with P-card
5. Note: Attendees will be able to use their own email addresses to go back into their individual registrations and select their own sessions.
6. The school pays for the first three teacher registration. The District will match (up to three registrations). For example: If the schools pays for two teacher registrations the District will pay for two more teachers to attend.
7. The District pays for the BTSALP Specialists (the secretary will register specialists using the same process)
8. To reconcile P-card please use the following budget codes:
  - Use school codes for first three teacher registrations
  - Teachers paid by District 10 E xxx 5401 2890 331
  - BTS Specialists paid by District 10 E 073 4566 2290 331
  - Sub code (Year Round) - Budget Program 5401