



# FEDERAL EXECUTIVE BOARD ON-LINE REGISTRATION INFORMATION/INSTRUCTIONS

## General Registration Information:

The system is developed to register your agency. ***NOTE: Data cannot be changed once saved.***

## Menu Selection/Special Needs

There is only one general menu selection this year. There is also a pull-down to enter a vegetarian selection and identify accessibility issues.

## Interpreter

Please remember it is the agency's responsibility to obtain/hire interpreters if they needed by any employees attending the luncheon.

## User Help

There is a **Contact Us** button at the bottom of the sign in screens or you may contact Margaret Geisler at the Federal Executive Board 612-713-7202. Email [Margaret\\_Geisler@os.doi.gov](mailto:Margaret_Geisler@os.doi.gov)

## Payment

Payment is made on a secure, on-line website at the time of registration using a credit card. If an employee must pay by check, the User/Point of Contact (POC) must register a second group, sending a printed copy of your email registration confirmation with agency address and POC to the Federal Executive Board along with the checks.

## Step-By-Step Registration Instructions

Step 1: **DESIGNATE** an Agency Point of Contact (POC) to input the luncheon reservation information. The table assignments will be mailed to the POC who will be the person completing the initial personal information page.

Step 2: **LOGIN** to [www.minnesotafeb.org](http://www.minnesotafeb.org).

Step 3: **CLICK** the Quick Start (in blue) "Click Here" When you register you must register all that are paid by credit card together. All registrations with accompanying checks must be registered as a separate group.

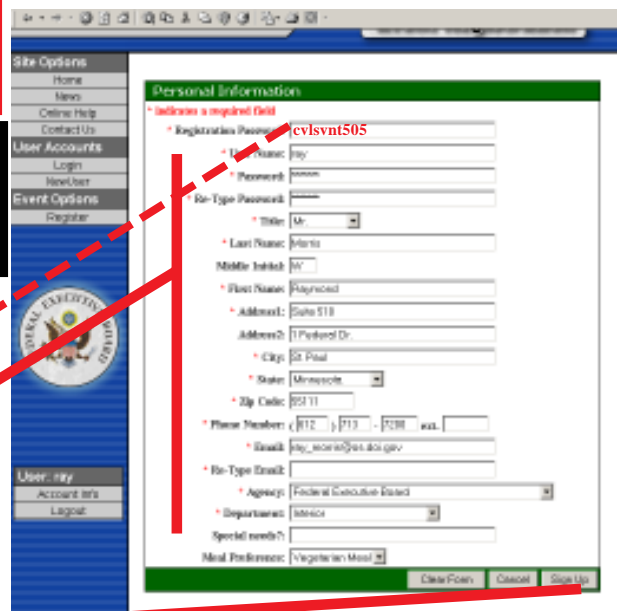


**YOU CANNOT REGISTER PEOPLE PAYING WITH CREDIT CARDS AND CHECKS ON THE SAME REGISTRATION!**

**IF YOU PLAN ON USING MULTIPLE CREDIT CARDS YOU MUST REGISTER EACH GROUP OF PEOPLE COVERED BY EACH CREDIT CARD SEPARATELY**

Step 4: **ENTER** the Registration Password [cvlsvnt505](https://www.minnesotafeb.org) here

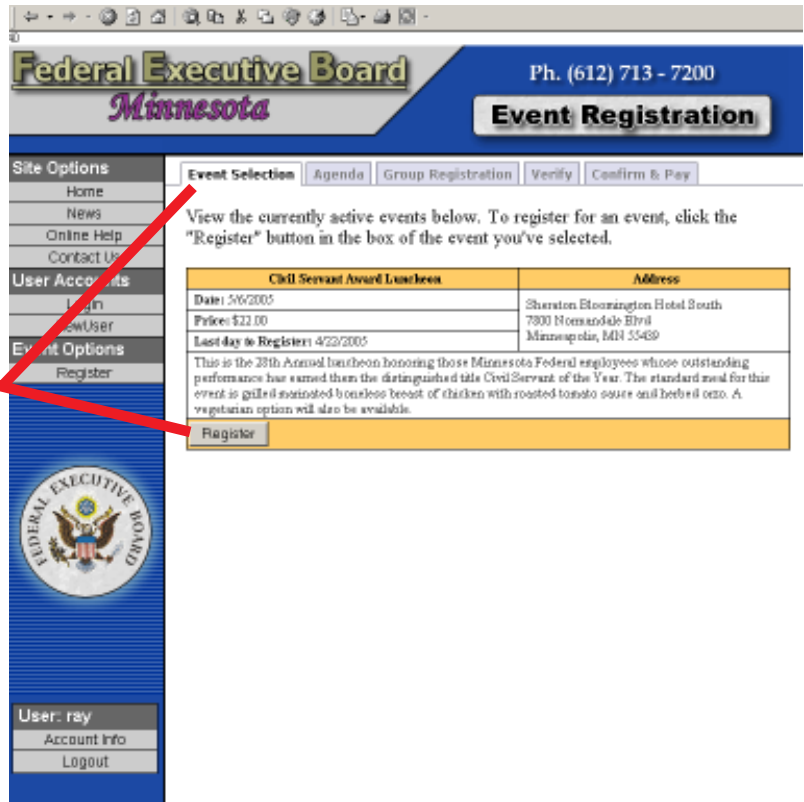
Step 5: **ENTER** all POC information in the designated required fields (denoted by the red \* asterisk)



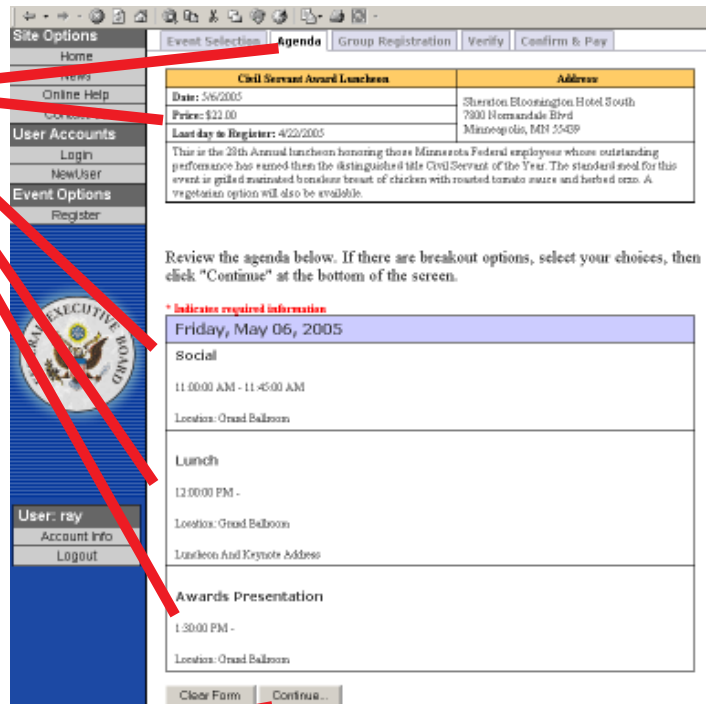
Step 6: **CLICK:** the **Sign Up** button to save your personal (agency Point of Contact) information. If you leave a required segment blank you cannot continue until you complete all required items.

**Step-By-Step Registration Instructions**  
*Continued*

**Step 7: CLICK the Register button to begin to register your agency attendees.**



**Step 8: REVIEW THE AGENDA to ensure that you are registering for the proper event (e.g. this software will be used for registering concurrent events in the future)**



**Step 9: CLICK the button Continue...**

## Step-By-Step Registration Instructions

*Continued*

Step 10: **TYPE** in this area and create a group name. You may enter people to this group only on one occasion. If you have additional people to register at a later time then you need to create a different named group. It is suggested that you create a group name using an agency ID (e.g. FDA, FAA-ATC, etc.) and the number 1 so that successive groups can be numbered 2, 3, etc. **RETURN TO THIS STEP TO ADD ADDITIONAL GROUPS -- YOU DON'T NEED TO BEGIN AT STEP 1 TO ADD MORE GROUPS.**

Step 11: **CLICK** the Create Group button to go to the next section in the reservation process

Step 12: **REVIEW THE ON-LINE GROUP REGISTRANT INFORMATION**

Step 13: **TYPE** your attendees names in this section Last Name, First Name, meal selection (pull down), type any remarks for special needs (wheelchair access, helper dog, etc.)

Step 14: **CLICK** Add Current button to save members.

They will appear in this section

Step 15: **CLICK** the Save and Continue button when done

**Step-By-Step Registration Instructions**  
*Continued*

**Step 16: REVIEW** all of your completed information carefully.

Please review your registration information for this event and make any necessary changes.

**Ensure all information is correct before clicking "Submit Registration." Data cannot be changed once submitted**

Submit Registration

**Agenda**

Civil Servant Award Luncheon	Address
Date: 5/6/05 Price: \$44.00 Last day to Register: 4/22/2005	Sheraton Bloomington Hotel South 7300 Nonsuchale Blvd Minneapolis, MN 55439

This is the 25th Annual Luncheon honoring those Minnesota Federal employees whose outstanding performance has earned them the distinguished title Civil Servant of the Year. The standard meal for this event will be roasted boneless breast of chicken with roasted tomato sauce and herbbed orzo. A vegetarian option will also be available.

**Group Registration Information**

Group: ray				Group Information	
Last Name	First Name	Meal Pref	Special Needs		
Morris	Raymond	Vegetarian	Wheelchair		
Osler	Margaret	Standard			
Total Registrants: 2			Total Price:	\$44.00	

Edit Group

Please ensure the price breakdown above is correct. Please visit the Contact Page with any questions.

**Point Of Contact**

This data reflects your current personal information, which is used as the point of contact info. Click "Modify" to change this information.

**Personal Information**

Username: ray  
 Title: Mr.  
 Last Name: Morris  
 Middle Initial: W  
 First Name: Raymond  
 Address Line 1: Suite 510  
 Address Line 2: 1 Federal Dr.  
 City: St. Paul  
 State: Minnesota  
 Zip Code: 55111  
 Phone Number: (612) 713-7200  
 Email: ray\_morris@us.doi.gov  
 Agency: Federal Executive Board  
 Department: Interior  
 Special Needs:  
 Meal Preference: Vegetarian

(Remember: Once you submit this registration, you will not be able to change it later!)

Submit Registration

**Step 17: CLICK** to make any needed changes or corrections by selecting the Edit Group button

**Step 18: REVIEW** the Personal Information for the Agency Point of Contact (POC), this will include your personal meal preference

**Step 19: CLICK** to make any needed changes to the POC's Personal Information or corrections by selecting the Modify button

**Step 20: REVIEW ALL INFORMATION FOR ACCURACY**

**Step 21: CLICK** the Submit Registration button.

**NOTE: It is impossible to correct your registration after clicking the Submit Registration button**

## Step-By-Step Registration Instructions

*Continued*

Step 22: **SELECT** if you plan on paying via credit card click or government purchase card [click here](#)

If you plan on attaching individual checks to this registration [click here](#)

**REMEMBER YOU CANNOT REGISTER PEOPLE AND PAY WITH A COMBINATION OF CREDIT CARDS AND CHECKS AT THE SAME TIME.**

**Site Options**

- Home
- News
- Online Help
- Contact Us

**User Accounts**

- Login
- NewUser

**Event Options**

- Register

Event Selection | Agenda | Group Registration | Verify | Confirm & Pay

### Thank You For Registering!

An E-mail has been sent to you verifying the information on this page.

It is recommended that you print this page for your records.

#### Payment

Total Price: \$44.00

Scroll down to "Group Registration Information" to view the price breakdown.

#### Event

Civil Servant Award Luncheon	Address
Date: 5/6/2005 Price: \$22.00 Last Day to Register: 4/22/2005	Sherraton Floomington Hotel South 7300 Hennepin Ave Minneapolis, MN 55439

This is the 28th Annual luncheon honoring those Minnesota Federal employees whose outstanding performance has earned them the distinguished title Civil Servant of the Year. The standard meal for this event is pulled roasted bronchoso breast of chicken with roasted tomato sauce and herbbed ozo. A vegetarian option will also be available.

#### Group Registration Information

Group: ray		Group Information	
Last Name	First Name	Meal Pref	Special Needs
Morris	Raymond	Vegetarian	Wheelchair
Ostler	Margaret	Standard	
<b>Total Registrants:</b>	<b>2</b>	<b>Total Price:</b>	<b>\$44.00</b>

Above information reflects the total group registrants, and total cost.

#### Agenda

**Friday, May 06, 2005**

**Social**

11:00:00 AM - 11:45:00 AM

Location: Grand Ballroom

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**Lunch**

12:00:00 PM -

Location: Grand Ballroom

Luncheon And Keynote Address

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**Awards Presentation**

1:30:00 PM -

Location: Grand Ballroom

#### Primary Registrant

**Personal Information**

Username: ray  
Title: Mr.  
Last Name: Morris  
Middle Initial: W  
First Name: Raymond  
Address Line 1: Suite 510  
Address Line 2: 1 Federal Dr.  
City: St. Paul  
State: Minnesota  
Zip Code: 55111  
Phone Number: (612) 713-7200  
Email: ray\_morris@us.doi.gov  
Agency: Federal Executive Board  
Department: Interior  
Special needs:  
Meal Preference: Vegetarian

## Step-By-Step Registration Instructions

*Continued*

**Step 23: FOR PAYING BY CREDIT CARD OR GOVERNMENT PURCHASE CARD.** Your order is automatically totalled and you are sent to a secure and encrypted on-line Verisign credit card acceptance website. Have your full billing address with zip code, CVP authorization code from the back of your credit card (3 digits) to complete this process.



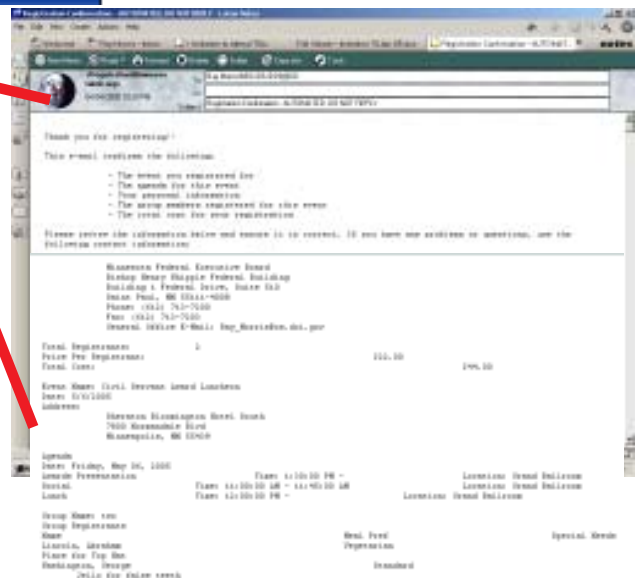
**Step 23: FOR PAYING BY CHECK YOU WILL SEE THIS SCREEN WITH THE AMOUNT TOTAL DUE.** Mail to the address on the screen and attach a copy of your confirming email.



**REMEMBER YOU CANNOT REGISTER PEOPLE AND PAY WITH CREDIT CARDS AND CHECKS AT THE SAME TIME. YOU MUST REGISTER EACH GROUP SEPARATELY!**

**Step 24: This is a copy of the automatic email that you will receive that confirms your order.** Please retain this as it serves as your receipt for your records. Do not reply to this message.

**You are now done registering this group!**



**HOW TO ADD ANOTHER GROUP**  
If you need to register another group you need to repeat the entire process again beginning at Step 10.

**Reconcile the emails from those paid on-line with a credit card and the number paid by checks to agree with the total number of your agency's attendees.**