

# GMWA National Academic Division

## Registration Process

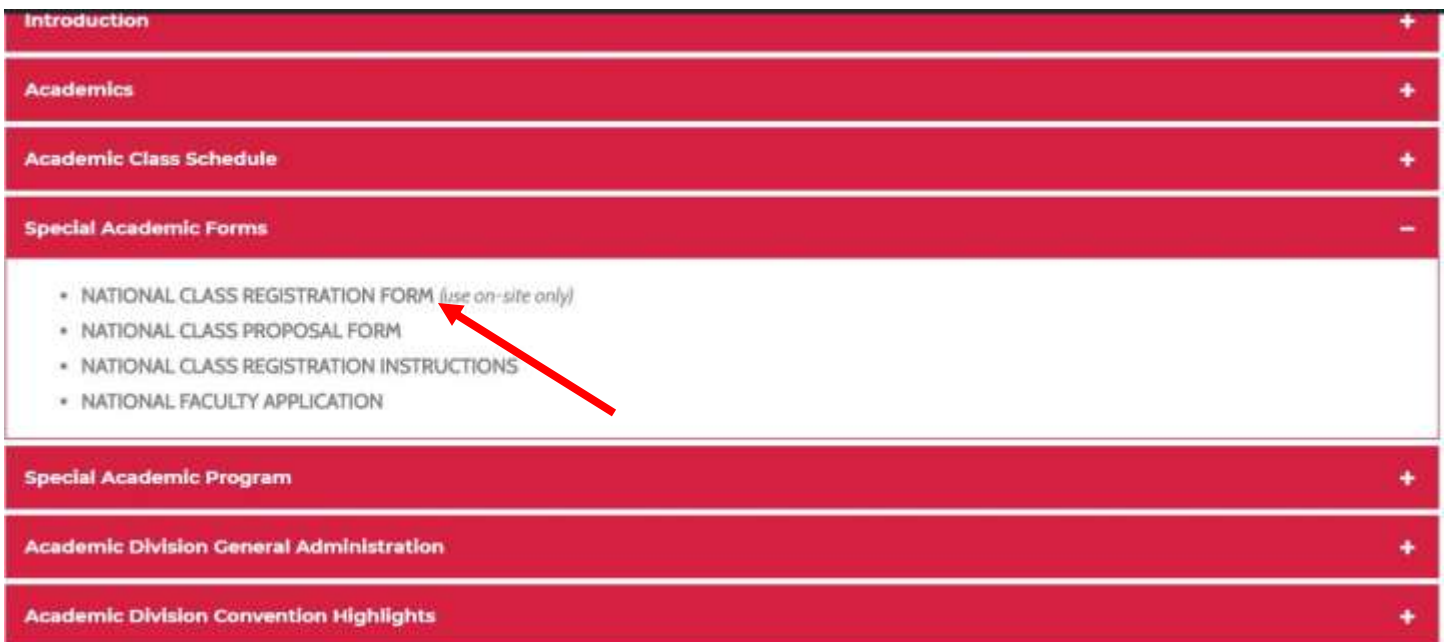
(Manual & Online)

**Note:** *The following instructions apply to those who registered for the convention online, as well as those who registered manually using the paper registration form.*

First, return to the GMWA National website at [www.gmwanational.net](http://www.gmwanational.net) and then, navigate to the Academic Division page. See below....



For those who registered for the convention online, click on the *red register online button*. Those who registered manually using the paper registration form, click on *Academic Class Registration Only*. From there you will be redirected to the Online Registration site where you can begin your registering for classes.



*If you registered for the convention through your local chapter, download and/or print the Class Schedule by clicking the “Class Schedule” link. Then click to expand “Special Academic Forms” and click “National Class Registration Form” to download and print.*

If you clicked the “Register Online” button, you will see the screenshot below.

Atlanta, GA  
**GMWA 51ST ANNUAL CONVENTION**  
July 14 - 21, 2018  
Hyatt Regency Atlanta  
265 Peachtree ST NW • Atlanta, GA 30303

Summary Fees Staff Contact Us Location Directions

**GMWA National Convention**

\*Email Address:

\*Confirmation Number:

To have the Confirmation Number sent to you, click this link: [Confirmation Number](#)

OK

CLICK HERE to Register

- If you have already registered online for the convention and you are returning to register for classes see instructions below.

If you are returning to register classes follow the instructions below. If you registered using the paper process, skip down below to ***“MANUAL INSTRUCTIONS.”***

- Enter your email address and Confirmation, click OK
- Click “modify registration”.
- Click “Next” until you get to the Sessions
- Select the classes you would like to register for and click Next when done.
- Follow the instructions to finalize class registration.
- You will be presented with a confirmation page, summarizing your class registration.
- You may print receipts, your complete registration and/or class schedule.

## MANUAL INSTRUCTIONS:

- After downloading the “Class Schedule” and the “National Class Registration Form,” move forward with filling out the form.
- Once you have completed the class registration forms, you may return them to your local Chapter Rep. to be sent to the Academic Registrar, Ms. Erma McCann at 13009 Shaw Avenue, Cleveland, OH 44108.
- You may also wait and register on-site at the convention. However, due to class size limitations there are no guarantees that the desired class will be available.
- The Academic Registrar will confirm your class registration via email or phone call.
- **CLASS REGISTRATION DEADLINE IS 2 weeks prior to the start of the convention. Must be postmarked on or by this date to be processed prior to the convention.**
- Once delegates are on-site at the convention, they may proceed directly to classes on Monday without need to stop by the registration desk.

**PROCESS IS COMPLETE!!!**