

## Directions for Online Registration for 2019 NDEP Spring Regional Meetings

Go to <https://ams.eatright.org/eweb/StartPage.aspx?Site=ACAD2014> and select which regional meeting you would like to register for.

You will be asked to enter in your login name and password; this is the same information you use for your log in to the Academy website: <http://www.eatrightpro.org> and the NDEP portal.

You will then verify your information in the Event Registration page, add in an Emergency Contact, and let us know if you have any dietary restrictions or allergies. This would include if you need gluten free, vegan or vegetarian meals while at the meeting. These fields are mandatory.

Choose the lowest registration rate listed that is applicable to your status as you may see more than one rate listed.

Click Add to Cart.

Review your selection and then select Check Out. Note: IGNORE the box titled "Discount"!

You will then add in your payment information and complete your registration.

Your electronic verification of registration will serve as your receipt. Please note any additional information on your registration form/confirmation letter such as housing information, etc.

For more information and meeting agendas and brochures, please visit the NDEP Meeting website at: <http://sites.psu.edu/ndep/> Thank you for your participation with NDEP!

**NOTE:** Refunds are issued up to the date in which online registration closes; however, a cancellation fee of 20% of the registration cost will be applied to any refund. Refund requests between the date online registration closes and one week post the meeting, due to circumstances beyond the registrant's control, will be issued a refund with a cancellation fee of 50% of the registration cost. Refunds will not be issued for requests submitted one week following the meeting and beyond.