Registration Guide

This guided is intended to answer some of the common questions related to our automated registration system. If you need additional information, please send an email to idrc.registration@cnirs.org.

To begin, go to the IDRC 2020 registration page by clicking the registration button on the left navigation menu. On the registration page you will see a link (highlighted below) that will take you to the event and allow you to register.

On the event page you will see a summary of the IDRC 2020 main information. There is a button on the right side that says register now (highlighted below) – click that to begin.
The first step in registration is to enter details about how many people you will be registering. If you are not a CNIRS member, you will need to enter your personal information. If you are registering others then you will also need to enter their information. Note that our credit card system can only process transactions that are less than (or equal to) $1,300 total. So, if you are registering more than one person it may be easier to go through the process once for each person.

Note that the system has classifications of registrations, but we use only one class called “everyone”. So you will likely see your registration with the “everyone” label. Just proceed as there is nothing to change regarding that label.

The items marked with a red circle are required. Below is a screen showing the information screen for non-member registration.

Once all personal information is correct, press NEXT.
The next step is to select the activities for conferees and guests. Place a check mark in the box next to the activity you want to register for. The down arrow next to the activity name will give a description. Most of these items are full week activities – so for example Conference, Dorm, Meals includes those items for the entire week of the conference. When you have completed your selections, press NEXT.

You will then see a summary screen of the items selected. An example is shown below. You can elect to pay now, or pay at the event. Press the Complete Registration button to continue.
Event Registration - Summary

Review the registration info shown below.

Event Information

Your event registration is not complete until you review the information below and then click Complete Registration at the top or bottom of the page.

- **Event:** IDRC 2020
- **When:** Saturday, July 25, 2020 to Wednesday, July 29, 2020
- **Where:** Wilson College
  1015 Philadelphia Avenue
  Chambersburg, PA
- **Contact(s):** Benoit Ignie
  Andrea Roman
- **Payment:** Payment In Full In Advance Or At Event

Registand Information

- **John Smith (Primary Registrant)**

Activity/Item Information

- **Conference, Dorm, Meals**
  - **John Smith**
  - 1 @ $675.00 = $675.00

- **Full Day Shortcourse (non-student)**
  - **When:** Saturday, July 25, 2020, 7:00 AM until 8:00 PM
  - **Where:** Same as event
  - **John Smith**
  - $300.00

- **Saturday Housing**
  - **John Smith**
  - 1 @ $115.00 = $115.00

Registration Total: $1,090.00

Payment Information

You may pay for this registration in advance or at the event. Please make your selection below and click the "Complete Registration" button to reserve your place. If you elect to pay in advance, you will see the Payment page. Depending on which options this organization has configured, you may be able to pay with a credit card online or print an invoice and pay with a check.

- [x] Pay in advance
- [ ] Pay at event

Send Confirmation Email to Event Registrant
The payment screen will appear next if you have elected to pay in advance. Select the payment method and enter the information requested. If you are paying by check, please mail a copy of the invoice along with the check (in USD and drawn on a US bank) to:

Please make check payable to CNIRS
Mail to:
CNIRS
PO Box 1574
Rancho Cordova, CA 95741

Payment by wire transfer – use the details below:

Account Holder: The Council for Near Infrared Spectroscopy (CNIRS)
Bank Name: Wells Fargo Bank, NA
Bank Address: San Francisco, CA
Routing Number: 121000248
Account Number: 2000042666455
Swift Code / IBAN: WFBIIUS6S

That will complete the registration. The IDRC organizers will get a copy of your registration. You should get a system generated email indicating that your registration was complete.