

# MLC-NA Assembly 2017

## *Registration Instructions*

**Step 1:** Go to the UD conference website: [click here](#)

CONFERENCES CONFERENCE SHORT STAY

### SELECT CONFERENCE

Welcome to the University of Dayton's conference registration page.

If you are currently registered for a conference, please use your email and the password created during the application process to view or change your details.

To register for housing for an upcoming conference, please select from one of the conferences listed below or use the link provided by the conference administrator.

Current Conferences:



**Step 2:** Click on Marianist Lay Community Assembly

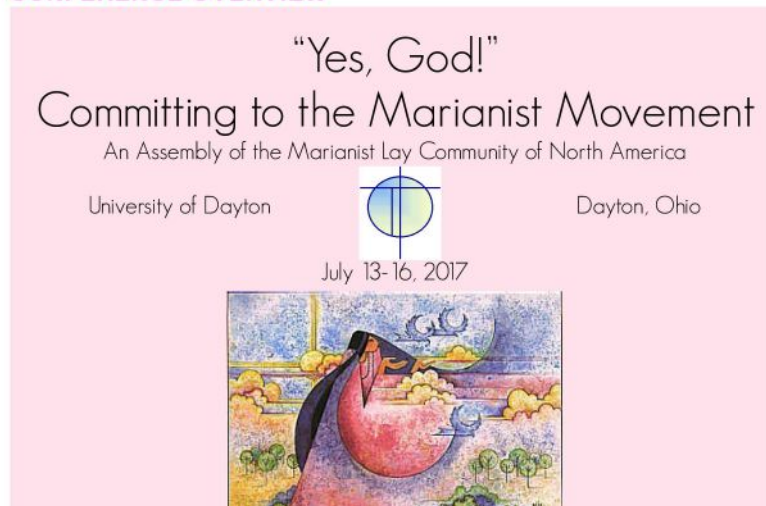
CONFERENCES CONFERENCE SHORT STAY

CONFERENCE INFORMATION

2017 Marianist Lay Community of North America Continental Assembly

**Start Date:** 7/12/2017  
**End Date:** 7/16/2017  
**Description:**

CONFERENCE OVERVIEW



**Step 3:** Scroll all the way to the bottom of the page to click on "Sign up"

Lost Keys/Cards & Room Damages

- Room Keys: All on-campus conference housing guests will be issued an apartment key and/or an access card as long as their information has been provided in advance. All keys and/or cards must be returned upon check-out. Failure to do so will result in an automatic \$125 lock change charge and/or \$20 access card replacement fee to the guest who made the room reservation.
- Room Damages: Any damage fees associated with the on-campus conference housing space you are assigned to during the weekend will be charged to you. UD is not responsible for the damages that might be done to the room while you are staying in them.

[Sign Up](#)

**Step 4:** Enter your name, address, and other required information on this page. If registering as a couple or a family, pick one adult to enter on this page and the rest can be entered later. Then click “Continue” at the bottom of the screen.



## REGISTRATION DETAILS

(Step 1 of 8)

Please complete the registration details below to reserve housing for 2017 Marianist Lay Community of North America Continental Assembly

### Applicant Information

Title:

- Please Select -

Given/First Name:

Middle Name:

Sur/Last Name:

Preferred Name:

### Permanent Mailing Address

Street:

Street 2:

**Step 5:** Make sure to record your password. Some users have not received the email so it is important to save this information from the web page. If you lose your password, you can click on the forgot password link on the [main conference page](#) under the “Log In” section.



### CONFERENCE USER CREATED

Thank you for registering on the University of Dayton Conference Services Portal.

In the future, you can use the following details to log back in and review or change your reservations:

Site:	myhousing.udayton.edu/StarRezPortalConference
E-mail:	john.smith@gmail.com
Password:	000000

An email with this information has been sent to your email address.

**Save & Continue**

**Step 6:** You can only select one option from the drop down on this screen. Do not select the Pre-Conference option UNLESS you are attending ONLY the Pre-Conference. If you are attending the Pre-Conference and the Conference, you will have the option later to note your attendance at the Pre-Conference.

CONFERENCE SHORT STAY

Conferences Menu | 2017 Marianist Lay Community of North America Continental Assembly

1 Registration Details 2 Conference Registration Fee 3 Social Events and Extras 4 Housing 5 Housing and Meal Accommodations 6 Conference Payment 7 Payment Plan Details 8 Confirmation

### CONFERENCE REGISTRATION FEE

(Step 2 of 8)

Please select the registration fee for this conference from the list below.

Registration Fee:

- Pre-Conference Only (\$0.00)
- Attendees Under 40 Registration (\$100.00)
- Attendees Over 40 Years Old (\$150.00)
- Couple \ Family Under 40 Registration (2 Attendee + Children Free) (\$200.00)
- Couple \ Family Over 40 Registration (2 Attendee + Children Free) (\$300.00)

Housing Portal - © StarRez Inc. 2017

\* If only attending the Pre-Conference, skip to **Step 9**.

\* If not registering as a couple or family, skip to **Step 9**.

**Step 7:** Enter your significant other's information on this page then click "Save & Continue". If you are not registering a second adult, you may leave it blank and continue to the next page.

## SECOND REGISTRATION

(Step 3 of 9)

Please provide the information for the second registration included in your Couple/Family Registration Fee.

### 2nd Applicant Information

2nd Registration Name:

2nd Registration Mobile Phone:

2nd Registration Email:

**Save & Continue**

**Step 8:** To register children, select the “Conference Extras - Youth Peer Program” at the bottom then click “Add”. Stay on this page but move to step 9 for continued instructions on this page. Later, you will be able to enter information on your child(ren).

**Available options**

Type	Description	Start Date	End Date	Available	Fee	Max #	
General Session	Pre-Conference Event	7/12/2017 7:00 AM	7/13/2017 12:00 AM	Unlimited	Free	1	<a href="#">Details</a>
Scholarship	Couple \ Family Scholarship	7/12/2017 8:00 AM	7/17/2017 12:00 PM	Unlimited	(\$150.00)	1	<a href="#">Details</a>
Scholarship	Individual Scholarship	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	(\$100.00)	1	<a href="#">Details</a>
Scholarship	Request for Additional Scholarship	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	Free	1	<a href="#">Details</a>
Donation	\$100 Donation to Pay for Additional Conference Registration	7/12/2017 8:00 AM	7/17/2017 12:00 PM	Unlimited	\$100.00	1	
Donation	\$150 Donation to Pay for Additional Conference Registration	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$150.00	1	
Meal Plan	Adult Meal Plan - Option #1	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$114.50	2	<a href="#">Details</a>
Meal Plan	Adult Meal Plan - Option #2	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$96.00	2	<a href="#">Details</a>
Meal Plan	Adult Meal Plan - Option #3	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$74.50	2	<a href="#">Details</a>
Meal Plan	Banquet Only	7/12/2017 8:00 AM	7/17/2017 12:00 PM	Unlimited	\$20.00	1	
Meal Plan	Child Meal Plan - Option #1	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$57.25	12	<a href="#">Details</a>
Meal Plan	Child Meal Plan - Option #2	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$48.00	12	<a href="#">Details</a>
Meal Plan	Child Meal Plan - Option #3	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$37.25	12	<a href="#">Details</a>
Conference Extras	Parking Pass	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	Free	1	
Conference Extras	Youth Peer Program	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	Free	500	<a href="#">Details</a>

Quantity:

**Step 9:** From the list of available options, you may add as many options as needed. However, you can only add one item at a time. Click on the desired option, enter the quantity, then click “Add”. Repeat this process for each option you would like to register for. Then click “Save & Continue”.

**Helpful Hint #1** - Make sure to add a parking pass if you need to park a car during the conference.

**Helpful Hint #2** - This is also where you add the Pre-Conference if you plan to attend both the Pre-Conference and the Conference.

**Available options**

Type	Description	Start Date	End Date	Available	Fee	Max #	
General Session	Pre-Conference Event	7/12/2017 7:00 AM	7/13/2017 12:00 AM	Unlimited	Free	1	<a href="#">Details</a>
Scholarship	Couple \ Family Scholarship	7/12/2017 8:00 AM	7/17/2017 12:00 PM	Unlimited	(\$150.00)	1	<a href="#">Details</a>
Scholarship	Individual Scholarship	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	(\$100.00)	1	<a href="#">Details</a>
Scholarship	Request for Additional Scholarship	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	Free	1	<a href="#">Details</a>
Donation	\$100 Donation to Pay for Additional Conference Registration	7/12/2017 8:00 AM	7/17/2017 12:00 PM	Unlimited	\$100.00	1	
Donation	\$150 Donation to Pay for Additional Conference Registration	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$150.00	1	
Meal Plan	Adult Meal Plan - Option #1	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$114.50	2	<a href="#">Details</a>
Meal Plan	Adult Meal Plan - Option #2	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$96.00	2	<a href="#">Details</a>
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Meal Plan	Banquet Only	7/12/2017 8:00 AM	7/17/2017 12:00 PM	Unlimited	\$20.00	1	
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Meal Plan	Child Meal Plan - Option #2	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$48.00	12	<a href="#">Details</a>
Meal Plan	Child Meal Plan - Option #3	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	\$37.25	12	<a href="#">Details</a>
Conference Extras	Parking Pass	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	Free	1	
Conference Extras	Youth Peer Program	7/12/2017 8:00 AM	7/16/2017 12:00 PM	Unlimited	Free	500	<a href="#">Details</a>

Quantity:

\* If not registering any children, skip to **Step 11**.



**Step 10:** Enter information for your child(ren) then click “Save & Continue”.

## CHILD CARE REGISTRATION

(Step 5 of 10)

Please provide the information for registering for Child Care.

### Child #1

Name:

Birth Date:

### Child #2

Name:

Birth Date:

**Step 11:** Select whether or not you require housing at the University of Dayton.

## HOUSING

(Step 6 of 10)

If you will be staying with another attendee who has purchased a room or if you will be staying off campus, you do not need to request housing.

Do you require housing?

No  Yes

[Save & Continue](#)

\* If no housing is needed, then click Save & Continue and move to **Step 13**.

\* If housing is needed, move to **Step 12**.

**Step 12:** Enter your housing preferences, check in and check out dates.

**Helpful Hint #3:** VWK Half Suite includes 2 single beds

**Helpful Hint #4:** VWK Full Suite includes two bedrooms with 2 single beds in each bedroom.

## HOUSING

(Step 6 of 10)

If you will be staying with another attendee who has purchased a room or if you will be staying off campus, you do not need to request housing.

Do you require housing?  No  Yes

### Housing preference:

- Please Select -  
- Please Select -  
VWK Bedroom - Half Suite  
VWK Housing - Full Suite

Date:

7/12/2017

### Check Out

Date:

7/16/2017

### Summary

**Nights:**

**Room rate:**

**Cost:**

**Save & Continue**

**Step 13:** Enter any housing and meals requests then click “Save & Continue”.

## HOUSING AND MEAL ACCOMMODATIONS

(Step 7 of 10)

### Housing and Meal Requests:

Please provide any special requests regarding your housing assignment or meals. You can use this space to request a location near your friends or other groups. We cannot guarantee that you will be assigned into spaces next to other guests. However, we will try to accommodate all requests.

**Save & Continue**

**Step 14:** Confirm all items you registered for are correct. You may decide to pay for the entire conference now or schedule a payment plan. Then click “Save & Continue”.

### CONFERENCE PAYMENT WITH PAYMENT PLAN OPTION

#### Payment Details

	Amount
<b>Registration Fee</b>	
Couple \ Family Under 40 Registration (2 Attendee + Children Free)	\$200.00
<b>Options</b>	
Adult Meal Plan - Option #1	\$114.50
Parking Pass	Free
Subtotal	\$114.50
<b>Housing</b>	
Not Required	\$0.00
<b>Total Charges</b>	<b>\$314.50</b>

#### Make Payment

I would like to participate in a payment plan.

Payment Amount (\$)

314.50

**Save & Continue**

\* If using a payment plan, skip to **Step 16**.

**Step 15:** Enter payment information and then you should receive an email confirming payment.



**Please select a payment method and enter an amount**

\* Indicates required information

Please pay this amount:

\$ 314.50

\* Payment method:

Select a Payment Method ▼

Continue

Cancel this payment transaction.

**Step 16:** When scheduling the payment plan, agree to terms for the payment plan.

**PAYMENT PLAN DETAILS**

(Step 8 of 9)

You have requested to participate in the payment plan option to pay for the 2017 Marianist Lay Community of North America Continental Assembly. This payment plan is being offered as a way to spread the cost of attendance over the remaining time before May 1, 2017. All assembly fees must be paid in full by May 1, 2017. This payment plan does not require that you pay a minimum balance each month; however, you are required to make a payment at the time of your reservation and a payment by the first of each month before May 1, 2017. You will receive a payment reminder by the 20th of each month.

To make a payment you will need the name on your reservation and your reservation ID:

Name: **John Smith**

Reservation ID: **2017Marianist-**

You can make a payment by credit card or electronic check (ACH) by visiting the following weblink - [https://secure.touchnet.com/C20221\\_ustores/web/store\\_main.jsp?STOREID=61](https://secure.touchnet.com/C20221_ustores/web/store_main.jsp?STOREID=61)

Agree

## Step 17: Confirm registration.

### CONFIRMATION

(Step 9 of 9)

To confirm your registration for 2017 Marianist Lay Community of North America Continental Assembly please click the "Confirm your registration" button at the bottom of this page.

#### **Changes/Updates to Registration**

If you would like to review, change, update or cancel your reservation at any time during the registration period, please use the following details to log back in:

Site:	<a href="http://myhousing.udayton.edu/StarRezPortalConference">myhousing.udayton.edu/StarRezPortalConference</a>
E-mail:	JohnSmith 1@gmail.com
Password:	000000

#### **Cancellation Policy**

Cancellations prior to 90 days before arrival = you will receive 100% refund for charges paid.

Cancellations less than 90 days before arrival but more than 30 days = you will receive 50% refund for charges paid.

Cancellations less than 30 days before arrival = you will not receive a refund for charges paid.

#### **Registration Deadline**

Registration will remain open until the established deadline for your conference.

**Confirm your registration**