

# How to register as volunteer!



## WI SHRM ★ 2017 STATE CONFERENCE



### WISHRM 2017 State Conference October 11-13th, 2017



### Attendee Registration Pricing

*Registration now open*

Early Bird: Register AND pay by July 31st, 2017

- National SHRM Member \$350
- Non- SHRM member \$400
- Student \$100
- Wednesday Half-Day PreConference only \$75
- Thursday Night Guest \$60

Register and pay between August 1st and September 16th:

- National SHRM Member \$350
- Non- SHRM Member \$400
- Student \$100
- Wednesday Half-Day PreConference only \$75
- Thursday Night Guest \$60

Register and pay after September 16th and Onsite:

- National SHRM Member \$480
- Non- SHRM Member \$510
- Student \$100
- Wednesday Half-Day PreConference only \$75
- Thursday Night Guest \$60

Online registration sponsored by:



**Student Rate is only for FULL TIME students, not working professionals!** Working professionals who are also working towards their bachelor's degree should register under the professional registration types, not as a student. Price: \$100.00

Our 2017 Conference  
Premier Sponsor



[Conference Homepage](#)

[Register Now](#)

- Registration Fees
- Activities
- Volunteer

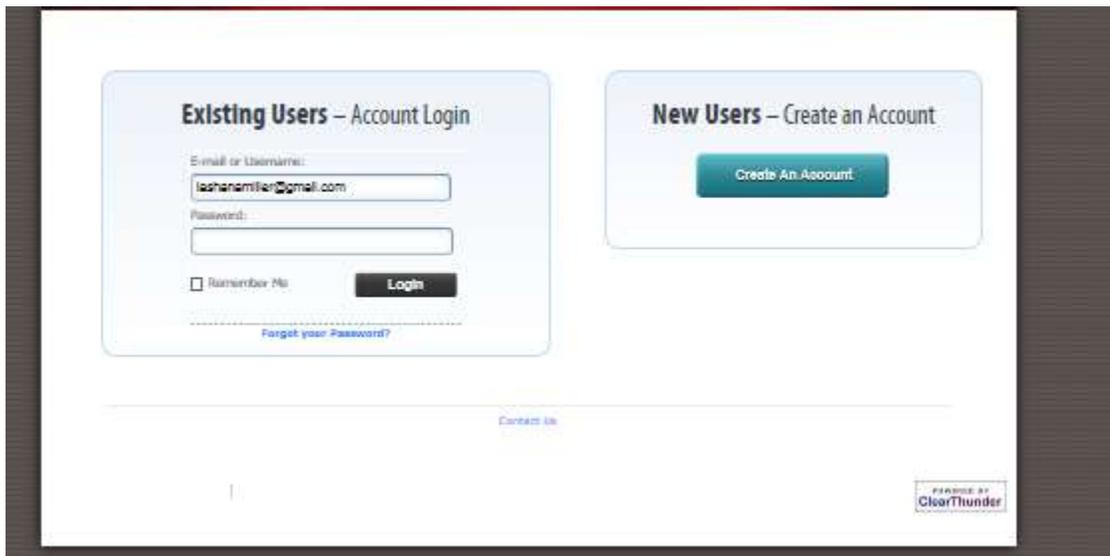
[Conference at a Glance](#)

- Conference at Glance
- Learning Sessions
- Session Descriptions PDF

Step 1. To register, click the register now star



Step 2. log in as an existing user if you have an account or create an account if you are an existing user



Step 3

Select registrants, then click continue to move to the next screen



Step 4. Enter details about the participant; everything in red is a required field.

Select Registrants    Select Event    Event Details    Review    Payment    Registration Complete

### Participant Details

\* E-mail: lashanamiller@gmail.com [Edit My Name/Email](#)

\* First Name: LaShana

\* Last Name: Miller

\* Company Name:

\* Title:

\* Address:

\* City:

\* State: Wisconsin

\* Zip: 53704

\* Country: United States

\* Phone Number:

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Registrant Demographics

Please select the options that apply to you.

SHRM Number:

\* Local Chapter Affiliation: Greater Madison SHRM

Professional Certification - HRCI: - SELECT ONE -

Professional Certification - SHRM: - SELECT ONE -

Registration Type



Step 5. Be sure to select your local chapter; enter your Professional certifications and your National SHRM Number

Step 6. Select the type of Registrant and then select continue,

**Volunteers** are needed throughout the conference for various activities. By volunteering you can choose your time and activities to allow for you to get the full conference experience. Please consider registering as a volunteer; you will be prompted to register as an attendee as well.

\* Registrant Description - What Best Describes You? Volunteer

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Accommodations

Not All Dietary Restrictions/Food Allergies can be accommodated. Meal substitution options are at the sole discretion of the Kalahari.

Other Accommodations:

[Back](#) [Continue](#)

\* Required Fields

Step 7. Event Selection, click on the event register of your choice

### Event Selection

Check Out

Registering: LaShana Miller

Available Events [Order Alphabetically](#)

Instructions for conference attendees  
Click on any of the event names below for more information about the event including event requirements.

PreConference	\$75.00	<a href="#">Register</a>
Volunteer :: NonNational SHRM	\$400.00	<a href="#">Register</a>
Volunteer :: Student	\$100.00	<a href="#">Register</a>
Guest- Thursday Event	\$50.00	<a href="#">Register</a>

[Back](#)

Step 8. Select the activity to wish to volunteer for. You will need to click on the tabs, to choose activities for each day. Please read the instructions carefully!

## Select sessions

**LaShana Miller**  
Volunteer :: NonNational SHRM

Instructions:  
Thank you for agreeing to volunteer this year. Please select any of the following times/activities that you would like to volunteer for. This section allows you to sign up for all conference items as well as the volunteer opportunities. If you sign up to introduce a speaker or be an usher you will be registered for that session as an attendee as well.

Please note!! This section is set up to take away opportunities once they are registered for. Therefore, any time slots you sign up for are slots that we actually will expect you to fulfill.

Wednesday, October 11 | Thursday, October 12 | Friday, October 13

**9:00 AM to 11:00 AM**

- Wednesday Bag Stuffing 9 AM - 11 AM

**11:00 AM to 2:00 PM**

- Wednesday Registration 11 AM - 2 PM

**12:00 PM to 2:00 PM**

- Wednesday Volunteer Reg 12 PM - 2 PM

**12:00 PM to 4:00 PM**

**Filter Session Options**  
Results appear by day  
View by Speaker [v]

**Click to Display by Track**

- BS** Business Acumen and HR Strategy
- EL** Employment Law and Legislation
- GH** Global HR
- L** Legal
- PD** Personal and Leadership Development

## Select sessions

**LaShana Miller**  
Volunteer :: NonNational SHRM

Instructions:  
Thank you for agreeing to volunteer this year. Please select any of the following times/activities that you would like to volunteer for. This section allows you to sign up for all conference items as well as the volunteer opportunities. If you sign up to introduce a speaker or be an usher you will be registered for that session as an attendee as well.

Please note!! This section is set up to take away opportunities once they are registered for. Therefore, any time slots you sign up for are slots that we actually will expect you to fulfill.

Wednesday, October 11 | Thursday, October 12 | Friday, October 13

**6:00 AM to 8:00 AM**

- Thursday Registration 6 AM - 8 AM
- Thursday Volunteer Reg 6 AM - 8 AM

**6:30 AM to 7:30 AM**

- Thursday EB1-1 Tell Me A Story - Branding Your Corporate Wellness Program  
Robyn Adair  
[More](#)
- Volunteer - Thursday EB1-1: Intro
- Volunteer - Thursday EB1-1: Usher
- Thursday EB1-2 Understanding the FMLA and the ADA Maze  
Marina Galatro  
[More](#)

**Filter Session Options**  
Results appear by day  
View by Speaker [v]

**Click to Display by Track**

- BS** Business Acumen and HR Strategy
- EL** Employment Law and Legislation
- L** Legal
- PD** Personal and Leadership Development
- TA** Talent Acquisition and Retention
- TR** Total Rewards

To get detailed information about a particular session, you click more.

10. Once you have finished with all your selections, click continue

11. Right under your name, you can review the volunteer activities and sessions you selected.

### Registration Details

**LaShana Miller**

**Volunteer :: NonNational SHRM**

- Thursday Registration 6 AM - 8 AM
- Wednesday Bag Stuffing 9 AM - 11 AM

Additional Information

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**Meal Selections**

Attendees please select the meals you will be joining us for. All meals are included in your registration fee. It is critical that we have accurate food counts, so please click to your selection for each event (i.e. Wednesday evening, Thursday lunch, etc.). Meal offerings are listed below and subject to change without notice.

**Wednesday Night:** Heavy hors d'oeuvres. There will be multiple selections, including chicken wings, cheese quesadillas, vegetable egg rolls, crab cakes, and vegetable crudité. Assorted desserts will also be provided.

**Thursday Breakfast:** Assorted Breakfast Buffet complete with scrambled eggs, sausage, bacon, potatoes, breads, fruit, and muffins.

**Thursday Lunch:** Full Salad Bar. Salad bar includes multiple vegetable options, bacon, ham, turkey, cottage cheese, dressing, rolls, mini sandwiches and sweet bars.

**Thursday Dinner:** Old Fashioned Turkey carved to order, miscellaneous sides, vegetable crudité, and assorted desserts.

**Friday Breakfast:** Sit down plated breakfast with egg whites, turkey sausage, spinach, roasted baby red potatoes and muffins.

**Friday Lunch:** Sit down plated lunch with English cut braised beef, jus naturel, spinach artichoke Swiss cheese mashed potato and fresh asparagus.

\* **Wednesday Night:** - SELECT ONE -

\* **Thursday Breakfast:** - SELECT ONE -

\* **Thursday Lunch:** - SELECT ONE -

\* **Thursday Dinner & Event:** - SELECT ONE -

\* **Friday Breakfast:** - SELECT ONE -

\* **Friday Lunch:** - SELECT ONE -

12. Select meal or either no meal. Once meal selections are complete, please click submit

**Friday Lunch:** Sit down plated lunch with English cut braised beef, jus naturel, spinach artichoke Swiss cheese mashed potato and fresh asparagus.

\* **Wednesday Night:** - SELECT ONE -

\* **Thursday Breakfast:** - SELECT ONE -

\* **Thursday Lunch:** - SELECT ONE -

\* **Thursday Dinner & Event:** - SELECT ONE -

\* **Friday Breakfast:** - SELECT ONE -

\* **Friday Lunch:** - SELECT ONE -

**Required Fields**

Step 13. Here you can review and edit your selections.

## Pending Registrations

[Clear Cart](#)

Options	Event	Price	
<a href="#">Remove</a>	<b>Volunteer :: National SHRM</b>	<b>\$ 350.00</b>	
<a href="#">Edit Participant</a>	<a href="#">Edit Sessions</a>	<a href="#">Edit Options</a>	<a href="#">Switch Participant</a>
Participant: LaShana Miller			

[Remove](#)

<b>Volunteer :: NonNational SHRM</b>	<b>\$ 400.00</b>		
<a href="#">Edit Participant</a>	<a href="#">Edit Sessions</a>	<a href="#">Edit Options</a>	<a href="#">Switch Participant</a>
Participant: LaShana Miller <a href="#">Show Session Selections (2)</a>			
- Wednesday Night: 1 Meal			
- Thursday Breakfast: 1 Meal			
- Thursday Lunch: 1 Meal			
- Thursday Dinner & Event: 1 Meal			
- Friday Breakfast: 1 Meal			
- Friday Lunch: 1 Meal			

Step 14. Optional, enter in the amount you wish to contribute to the SHRM foundation. On this screen, you may select additional registration or complete if you are done.

We've made it even easier for you to contribute to the SHRM Foundation. Include your SHRM Foundation contribution with your conference registration. Add the amount of your SHRM Foundation contribution here and the amount will automatically be included in your registration total.

My Donation to SHRM Foundation :  [Donate](#) ←

[Additional Registration](#) [Complete](#)

Step 15. Once you click complete, you will see the confirmation screen

## Confirmation

Tell others you've registered!



[Re-Send Confirmation E-mail](#) | [Print this Page](#) | [Printable Confirmation](#)

Event	Price	
<b>Volunteer :: National SHRM</b>	<b>\$ 350.00</b>	
<a href="#">Edit Participant</a>	<a href="#">Edit Sessions</a>	<a href="#">Edit Options</a>
LaShana Miller - Registered 05/30/2017 at 10:44am		