

NOTE: The following instructions are provided for OFO Members – Northern Registration

After you select the link to the convention registration:

1. Click on next, this brings you to
 - a. Convention Registration – Friday & Saturday (\$90)
 - b. Friday OR Saturday Night - (\$45)
 - c. Young Birder/College/University Student Registration – (\$25)
2. Select which button you want and click on that
3. Then click next, when the screen appears:
 - a. Fill in your detail
 - b. Scroll down to select the following:
 - i. Friday Evening
 - ii. Friday Meal Choice
 - iii. Friday Special Meal Instructions
 - iv. Saturday Meal choice
 - v. Saturday Special Meal Instructions
4. What you will see next is the Field Trip Selection:
 - a. Please select your trips
5. As you scroll down you will see on the left 2 black boxes, one is marked “GUEST” and the other is “CANCEL” if you want to add a guest, please click “GUEST”
 - a. Fill in the required fields
6. If you make an error, you can click the “BACK” button on the right side
7. If you are done you can click on the “DONE” button on the right side
8. OR you can cancel using the button on the right that says “CANCEL”
9. If you are done, click “DONE”, this takes you to the payment screen, you should see the following as totals i.e.:
 - a. For 1 member and guest:
 - i. Guest (1) \$45.00
 - ii. Extra Cost \$45.00
 - iii. Total Amount \$90.00 (this is your fee for the whole package of $(50*2) + (95*2) = \$290.00$)
 - b. For 1 member:
 - i. Member (1) \$90 (for both nights, or \$45 for Friday OR Saturday night)
 - ii. Total Amount \$190.00
10. You can add multiple guests as well – to do this when you get your amount to pay, you can click on the “guest” button again to add another person, follow the same steps as above and then when you are done you will see a new total
11. If you aren’t adding anyone additionally, click next
12. Your payment screen appears
13. Click “Pay Online” (you do have the option to go back by clicking on the “Back” button)
14. Payment may take a few minutes
15. Once payment confirmation comes back you are still able to cancel or do a new registration
16. You are also able to view your invoice, although it will be emailed to you