

Online pre-registration for the 2012 CASS Conference is now open on the NRLC website. Please follow the link below and use these steps to register as either an Alberta Education or Other Partner representative. Please note that you will need to either sign in to your existing profile, or create a new account. (Individual accounts can be created for group registrations).

Go to [www.nrlc.net](http://www.nrlc.net)

Click **Create new account** found midway down the screen on the right (below Log in button). Set your Username and Password to anything you will remember (ignore the yellow warning box), double check your email address.

Fill in your contact and organization information (please note that all organizations will pre-fill in the School field).



Browse by **Month** on the left to March 2012, scroll down until you see the CASS program and click the program title.

March 9, 2012	<a href="#">FNMI PD Programs</a>	Valleyview	Aboriginal Languages, Administration, FNMI (First Nations, Metis and Inuit), General, Meetings, Parents	All Teachers and Administrators
March 14, 2012 - March 16, 2012	<a href="#">CASS Learning Symposium: Engaging Partners</a>	Edmonton	Administration, Conferences, General, Leadership	Administrators & Principals, Alberta Education Staff, CASS members, Curriculum and Special Education Central Office Leaders, School Leaders
	<a href="#">Putting It All Together:</a>			

Choose the registration option based on which organization you belong to and click the grey **Register** box. You can click the blue title to find more information on these. You can also access the register button from within the link as well.

Session	Date/Time	City	Location/School		
<a href="#">Engaging Partners: Alberta Education</a>	Wed, 03/14/2012 - 18:00 - Fri, 03/16/2012 - 14:20	Edmonton	Fantasyland Hotel	<a href="#">Register</a>	<input type="checkbox"/>
<a href="#">Engaging Partners: Other Conference Participant</a>	Wed, 03/14/2012 - 18:00 - Fri, 03/16/2012 - 14:20	Edmonton	Fantasyland Hotel	<a href="#">Register</a>	<input type="checkbox"/>
<a href="#">Engaging Partners: Directed Participants</a>	Wed, 03/14/2012 - 18:00 - Fri, 03/16/2012 - 14:20	Edmonton	Fantasyland Hotel	<a href="#">Register</a>	<input type="checkbox"/>

Ensure your quantity is only 1 for individual then click the blue [Checkout](#) Proceed through each **Next Step** stage, if an error message comes up you may need to respond.

In the **Checkout** page you will need to enter your contact billing information to complete your registration.

Choose your payment option. Online credit card payment is available.

In **Order Comments** please indicate if you will not participate in meals and receptions, according to the options below (this is an open text field):

Reception: March 14 (Yes or No) and March 15 (Yes or No)

Breakfast: March 15 (Yes or No) and March 16 (Yes or No)

Lunch: March 15 (Yes or No) and March 16 (Yes or No)

Enter any **Dietary Needs** in the text box:

**Special Dietary Needs:**

*If you have special dietary concerns please enter them here.*

Check box to Agree to Terms, then click **Review Order** then **Submit Order** to receive your email confirmation. If you pay by credit card, your confirmation email is also your receipt so be sure to keep it for your records.

**Group Registrations:** Please contact the NRLC office for assistance with registering your Group.

If you need help at any time through your online registration please contact the NRLC office at 1-800-864-4140 (toll free in Alberta) or 780-882-7988.