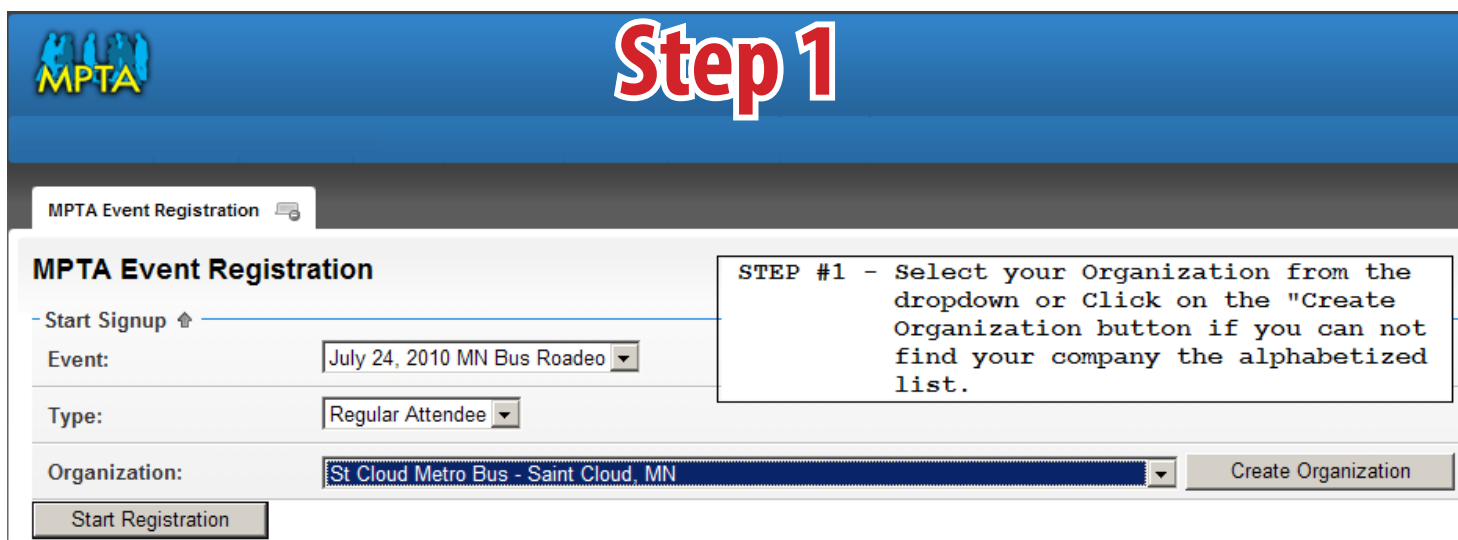


How to Register for the Rodeo

Online registration is easy — just follow these 5 simple steps.



Step 1

MPTA Event Registration

MPTA Event Registration

- Start Signup ↑

Event:

Type:

Organization:

STEP #1 - Select your Organization from the dropdown or Click on the "Create Organization" button if you can not find your company the alphabetized list.



Step 2

Organization Billing Contacts Events Email List Reports Datasets Admin

July 24, 2010 MN Bus Rodeo » Regular Attendee Registration

July 24, 2010 MN Bus Rodeo » Regular Attendee Registration

- Organization Setup ↑

St Cloud Metro Bus
665 Franklin Ave NE
Saint Cloud, MN 56304-0225

Billing Contact

Please create or select a billing contact to continue your registration.
*Billing contacts from previous years.

Step #2 - Select a billing contact from the dropdown, or click "Create New" to add a new billing name and email.



Step 3

Organization Billing Contacts Events Email List Reports Datasets Admin

July 24, 2010 MN Bus Rodeo » Regular Attendee Registration

July 24, 2010 MN Bus Rodeo » Regular Attendee Registration

Organization Setup

St Cloud Metro Bus

665 Franklin Ave NE
Saint Cloud, MN 56304-0225

Edit Organization

Change Organization

Billing Contact

Patty Knapek
Phone: 320-529-4493
Email: pknapek@stcloudmtc.com

Edit Billing Contact

Change Billing Contact

Change

Create New

Edit Organization Items

STEP #3 - Select an Attendee from the dropdown list and click the "Add" button; OR Click on the "Create New" button to add a new name.

Add Attendees

Make Selections & Click 'Add'

Select Attendee

Add

Create New

Please check for existing Attendees before creating them.



Step 4

Email: tkellen@stcloudmtc.com

Edit Attendee

Select Registration Category

- \$125.00 - Small Bus Division Contestant
- \$125.00 - Large Bus Division Contestant
- \$125.00 - Rodeo Judge
- \$0.00 - Rodeo Judge - Volunteering

Quantity of Guest Meals (Other Than Judges/Competitors)

- 0 \$5.00 - Saturday Morning Breakfast
- 0 \$10.00 - Saturday Lunch Buffet
- 0 \$25.00 - Saturday Evening Banquet

Choose A Shirt Size

- X-Small Shirt
- Small Shirt
- Medium Shirt
- Large Shirt
- X-Large Shirt
- XX-Large Shirt
- Call Me For Special Shirt Sizing

Continue

Clear Selections

STEP #4 - Choose One Registration Level. If you are bringing guests, Choose the Qty of additional Breakfast, Lunch, and Banquet Meals Desired. Choose A Shirt Size. Select "Continue" to Add More Names To The Registration; Completing The Same Information For Each Registrant You Add.



Step 5

July 24, 2010 MN Bus Rodeo » Regular Attendee Registration

July 24, 2010 MN Bus Rodeo » Regular Attendee Registration

- Organization Setup

St Cloud Metro Bus

665 Franklin Ave NE
Saint Cloud, MN 56304-0225

Edit Organization

Change Organization

Billing Contact

Patty Knappek
Phone: 320-529-4493
Email: pknapek@stcloudmtc.com

Edit Billing Contact

Change Billing Contact

Change

Create New

Edit Organization Items

STEP # 5 - When complete Click "Finalize Registration". You will have an opportunity to print or save an Adobe Acrobat PDF of the Invoice for Processing. An E-Invoice will be emailed to the Billing Contact. Remittance information address and amounts payable to MPTA will be clearly listed on your invoice. An E-Confirmation email is also automatically sent to each of the registrant(s) listing the items chosen.

- Shawn Pierce - Registration Selections

Title: Transportation Supervisor
Phone: 320-529-4492
Email: spierce@stcloudmtc.com

Registration Category

125.00 - Small Bus Division Contestant
20.00 - One Guest Attending Banquet

Planning Items

Large Shirt

Edit Attendee

Edit Items

Remove

- Total Amount Due

\$145

Add Attendees

- Make Selections & Click 'Add'

Select Attendee

Add

Create New

Please check for existing Attendees before creating them.

Finalize Registration