

Save the Date! Volunteer Leadership Conference!



August 6, 2024 ~ Augusta Civic Center ~ \$50
Volunteer Leadership Conference moves to summer. Co-locates with Maine Education Summit!

REGISTRATION INSTRUCTIONS/GUIDE

ANNOTATED

Please keep in mind that the Department of Education's helping keep the registration very low by covering the site cost and managing registration within the structure of their annual conference for educators and local education administrators. The Maine Volunteer Leadership Conference is co-locating with the education Annual Summit.

The process and site are new so we have created this guide for volunteer leaders. It has screen shots which makes it longer than it ordinarily would be. The process takes about 8 minutes if you have your workshop sessions selected, their session IDs in hand, and your credit card ready. There is an Invoice option for payment but it is not recommended.

TRAVEL AND LODGING. Be sure to read the travel reimbursement advice on VolunteerMaine.gov and, if you are coming from over 50 miles, lodging reimbursement for Monday night (pre-conference evening). The Annual Summit hotels are on the Summit site. For Volunteer Leaders, reimbursement forms **MUST** be submitted at the conference. The last session of the day is a group coaching session to help you complete these forms and hand them in. Forms will **NOT** be accepted after the event.

TO REGISTER

Start out at the VolunteerMaine.gov conference page. Select the sessions you want to attend. (<https://volunteermaine.gov/volunteer-leaders/conference>)

Navigate to the Dept of Education Annual Summit registration. Use the red button under "Registration Instructions" or use this link: <https://biz.maine.gov/annualsummit>

The page will look like this →

Select the blue "Register" button.



The Maine Volunteer Leadership Conference is on Tuesday, August 6 – the first day of the educational event. For the rest of the registration process, MVLC will indicate the Volunteer Leadership Conference activities.

Select the "Attending One Day" option and, for quantity, enter the number of people you are registering.

Then, decide how you will pay. If using a credit card, select ORDER NOW. If your agency wants to pay by check after you submit an invoice, use PAY VIA INVOICE. You will need your agency's EIN (tax ID) for the invoice option. (Recommend ORDER NOW.)

REGISTER NOW

Registrations

	PRICE	TOTAL	QTY
Attending All Three Days Those who are attending without any additional roles within the Summit	US\$150	US\$150	0  510 Left
Attending One Day - Including but not limited to those attending the MVLC Entitles you to attend for only one of the three days	US\$50	US\$50	0  84 Left
Exhibitor This entitles you to have a display table all three days of the Summit	US\$125	US\$125	0 

✕ Promo Code

Apply

If you will pay registration with a credit card, use **ORDER NOW**.



Order Now

If your agency wants to pay by check after you submit an invoice, use **PAY VIA INVOICE** and have the agency EIN (tax ID) at hand.

Pay via Invoice


If paying by credit card, your next screen will ask for your name, billing info, credit card info, etc. The first sections look like this:

Order Summary

TICKET TYPE	PRICE	QTY	SUBTOTAL
Attending One Day - Including but not limited to those attending the MVLC	US\$50	1	US\$50

Order Total: US\$50

Registration Information





Time left to complete your registration **13:46** 

Payment Information

Card Number

MM YY CVC

First name Last name

 100% SAFE & SECURE SHOPPING   

Your Information

First Name*

Last Name*

Email Address*

Billing Information

Country*

If paying by invoice, the next screen asks for additional information. Here is a partial view:

Order Information

First Name*

Last Name*

Email Address*

Billing Information

Invoice is payable within 60 days of August 8, 2024

Billed Contact

Company Name

Tax ID

Billing Address*

City*

State

Zip/Postal Code*

Country*

Additional Notes - to appear
on your invoice

After completing the payment information, scroll down to the section that says TICKET 1-ATTENDING ONE DAY. You can select an option from REUSE TICKET to auto fill your name, etc.

1. Have a list of session IDs for your choices from the VolunteerMaine.gov conference page. They begin with "176".
 - a. All the options for August 6 will be displayed by title, including the Annual Summit Sessions. Locate the IDs for your sessions and check the box next to each title. What you are indicating is that these are the sessions you would like to attend. Later you will actually reserve a seat.

Ticket 1 - Attending One Day - Including but not limited to those attending the MVLC

Reuse data from

Prefix (Mr., Mrs., etc.)

First Name*

Last Name*

Email Address*

The following sessions are available for registration: [View Full Agenda](#)

ALL DAYS TUE AUG 06 WED AUG 07 THU AUG 08

Tue Aug 6 | 8:30am, EDT

<input type="checkbox"/>	176A - MVLC- Opening Session 8:30am - 9:45am Aug 6	Limited
<input type="checkbox"/>	110T - Measure What Matters: What Makes a Great School in Maine? 9:45am - 10:45am Aug 6	Limited
<input type="checkbox"/>	144 - McKinney-Vento 101 9:45am - 10:45am Aug 6	Limited
<input type="checkbox"/>	161 - Author of the Month: The Power of an Interdisciplinary and Inclusive Approach to Curriculum in K-2 Classrooms	Limited

- b. As you locate your session choices, you can open the full description to see the presenter and information by using the small icon in the lower right corner. In example 1 below, the description is close but example 2 shows all the information you can see when the section is open. To close and save screen space, just click the icon again.


Tue Aug 6 | 3:30pm, EDT

1 **176/6A - MVLC - Session 6A** Limited
 3:30pm - 4:30pm | Aug 6

2 **176/6B - MVLC - Session 6B** Limited
 3:30pm - 4:30pm | Aug 6

Are you struggling to attract passionate volunteers to your cause? This dynamic session equips you with winning strategies to build a robust volunteer force. Digital and other means of communication and outreach will be reviewed. Learn how to tailor your approach to resonate with different demographics and discover creative ways to engage potential volunteers.

Speakers

 **David Gogel**
 President, Campfire Consultin

c. When you have marked your final session, the last set of registration fields appears. See below.

Job Title #1

Country

Agency* #2

City #3

SAU Name (Required if you work at an SAU) #4

Position* #5

By checking this box, you agree to our [End User Terms](#) and [Privacy Policy](#).

Pay via Invoice

#1 on page: Enter your job title AND program name.

#2 on page: Pick either “Volunteer Maine” OR “Other” from drop down menu.

#3 on page: Enter the city where your office/program is located

#4 on page: Ignore/skip

#5 on page: Scroll to last option on the menu, “Volunteer Program Leader”, and check it.

Next, scroll a bit to the statement about agreeing to End User Terms and Privacy Policy. Review them and check the box. Then select “Order Now” or “Pay via Invoice”, whichever method you are using. (This screen shot just happens to use invoice.)


Now, the site will confirm your identity by sending an email. Notice some other details on the screen shot that follows: the order number, the person registered, the charge, and the option to add the event to your calendar. Don't close this pop up screen too quickly!


Do not close your browser or the window with the registration site. You will be back to finish in a minute. Just go to your email and confirm.

Almost Done!

We've sent an email to
your.email name @maine.gov

Please check your email inbox or spam folder and verify your account.



 **Add to calendar**
[Google](#) / [iCal](#) / [Outlook](#) / [Yahoo](#)

Your Registration Details

Order # 20355934

Attending One Day - Including but not limited to those attending the MVLC / Registrant name here	#32257897	US\$50
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Pay via Invoice







Confirmation emails were sent to the email addresses associated with the registrations above.

[Manage Registration Details](#)

The confirmation email sender is Teri Peaslee from the Dept of Education.

Confirm your email address

Teri Peaslee <teri.peaslee@maine.gov>
To

ReplyReply AllForward

Fri 6/21/2024 4:26 PM

🔍 If there are problems with how this message is displayed, click here to view it in a web browser.

Hi there,

We just wanted to verify that it's really you.

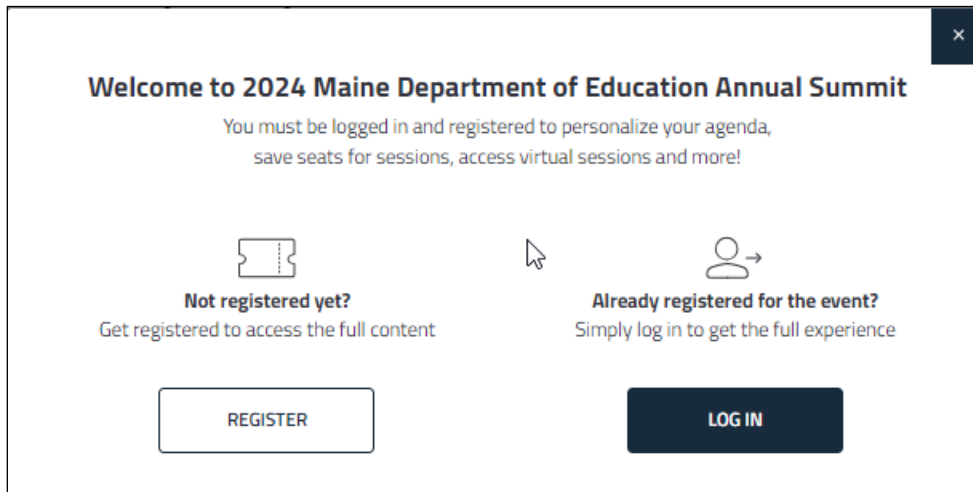
Confirm Your Email

If the button above does not work, please copy and paste this link into your browser:
https://biz.maine.gov/auth/email_login/verify?token=eWo6vpiqbW1d2-HlISuo pgrmOLY3L_IQgWBfAQ3SF0&eventGroupId=124355&redirectUri=https://biz.maine.gov/annualsummit/agenda

See you soon!

For questions or feedback, please contact the organizer.

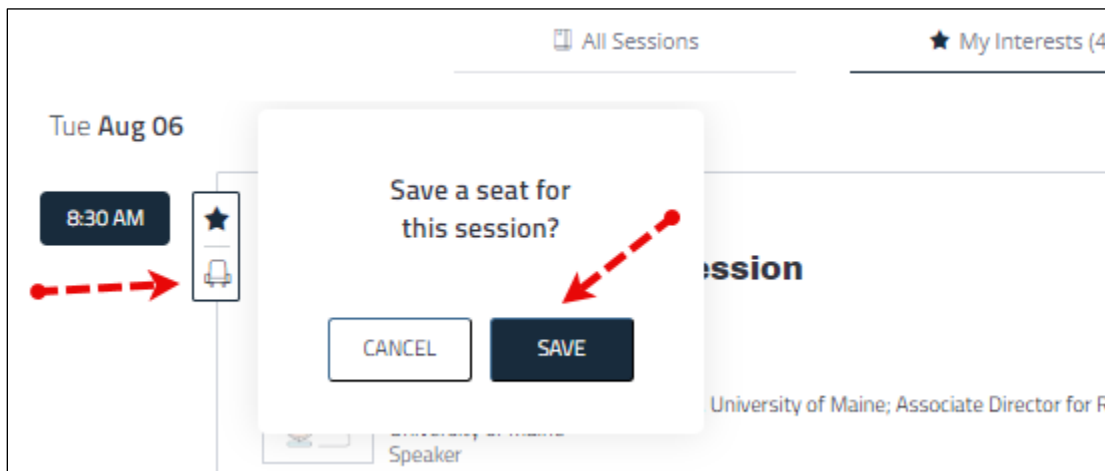
After you confirm your email, return to the browser window with the registration site. In a minute, a pop up will appear back on the registration site. It asks you to log in which just means entering the email you used.



LAST STEPS!

After logging in, you will see information for the Annual Summit's 3 days. To focus on Tuesday, click "Aug 06" at the top. To filter so you see only your sessions, select "My Interests".

Now you need to reserve your seat in the room by selecting the very tiny chair symbol for each session. After clicking the chair, select "Save".



In this example (screen shot), the chair for 176A has not been selected and the chair for 176/2A has been selected.

The screenshot shows the 'ANNUAL SUMMIT' website interface. At the top, there is a navigation bar with 'HOME', 'AGENDA', 'SPEAKERS', and 'TRAVEL &'. Below the navigation bar is a search bar labeled 'Search Session' and a filter dropdown set to '4 Sessions'. The main content area displays the date 'Tue Aug 06' and navigation options for 'All Days', 'Tue Aug 06', 'Wed Aug 07', and 'Thu Aug 08'. There are also buttons for 'All Sessions', 'My Interests (4)', and 'My Reg'. Two sessions are listed for Tuesday, August 6th:

- 8:30 AM** session: **176A - MVLC- Opening Session**, 8:30 AM - 9:45 AM EDT (1 Hour, 15 Min), Fort Western. Speaker: Dr. Jennifer Crittendon, Assistant Professor of Social Work, University of Maine; Associate Director for Research, University of Maine. Offered by [Logo].
- 9:45 AM** session: **176/2A - MVLC - Session 2A**, 9:45 AM - 11:00 AM EDT (1 Hour, 15 Min), Fort Western. Speakers: Kristan Skendall, Expanding Leadership Speaker; Ms. Julia Van Steen..., Director, Student Succ..., University of Maine, Bu... Speaker.

Red dashed arrows point to the '8:30 AM' time slot for session 176A and the '9:45 AM' time slot for session 176/2A. A red exclamation mark icon is positioned above the 'My Interests (4)' button.

When you have reserved a seat in all your sessions, you can log out of the site. You will get an email (see next page) that lists the schedule you made and gives you the option to add this information to your calendar.

REMINDER: If you intend to request mileage reimbursement or qualify for lodging reimbursement, you need to submit the forms AT THE CONFERENCE. The final session is a group coaching on completing the forms.

For information, see the instructions on the VolunteerMaine.gov site which are tailored to community volunteer leaders.

We can't wait to see you!!