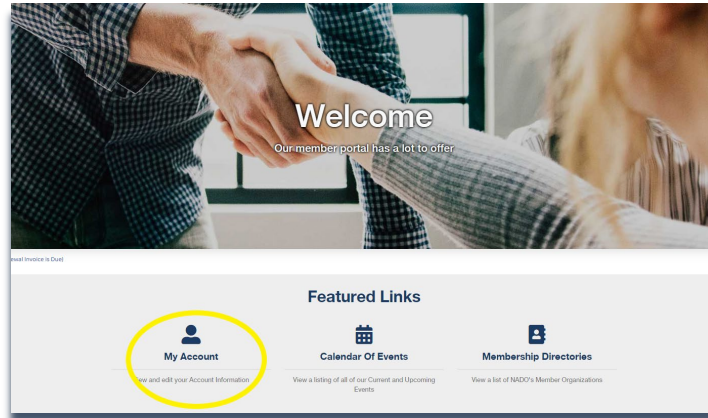
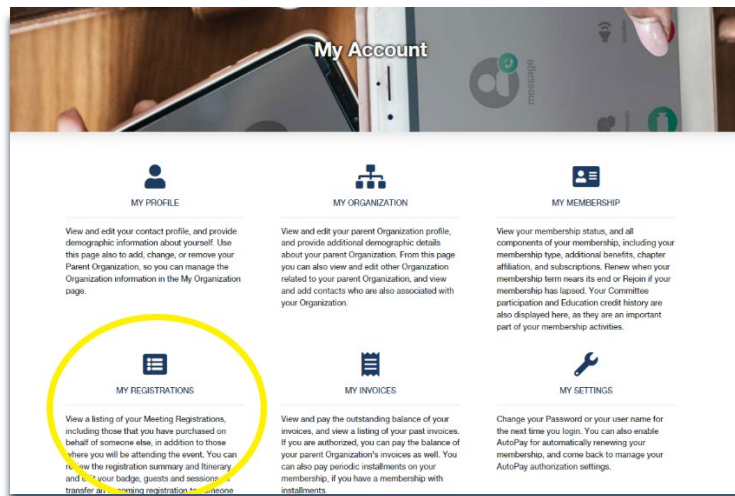


Adding a mobile workshop to an existing SWREDA registration

1) After logging into my.nado.org, click on 'my account'.



2) On the 'my account' page, select 'my registrations'.



3) On your registration page, select 'view/edit details', next to the 2023 SWREDA Conference registrations.



- 4) A window will pop up showing your registration. Click the 'edit' button next to your name.

The screenshot shows a 'View Details' window for a registration. At the top, the name 'De Leon, Krysta' is displayed with an 'Edit' button (pencil icon) next to it. Below the name, the role 'SWREDA Staff Registration Operations Manager' is listed. The total amount is shown as '\$0.00'. A table lists the registration details:

Type	Item	Quantity	Fees
Registration	SWREDA Staff Registration	1	\$0.00
Subtotal			\$0.00

At the bottom, it states 'Total for all registrants and guests: \$0.00' and includes a 'Close' button.

- 5) This will open your registration so you can edit it. To add a mobile workshop, click the 'next step' button, and it will take you to the 'sessions' section.

The screenshot shows the '2023 SWREDA Annual Conference - SWREDA Staff Registration' page. The dates are 'Wednesday, May 03, 2023 - Friday, May 05, 2023' and the registrant is 'De Leon, Krysta'. A navigation bar at the top has four steps: 1. ATTENDEE(S), 2. SESSIONS, 3. GUESTS, and 4. CHECKOUT. Below the navigation bar, there is a 'Previous' button and a 'Next Step' button. The 'Next Step' button is highlighted with a yellow circle. Below the buttons, there is a section titled 'Edit Participant' with a form for editing the participant's information. The form includes fields for 'Badge Name', 'Prefix', 'First Name', 'Mobile Name', 'Last Name', 'Suffix', 'Title', and 'Organization Name'.

6) Select the workshop you want to add and click 'next step'.

2023 SWREDA Annual Conference - SWREDA Staff Registration
Wednesday, May 03, 2023 - Friday, May 05, 2023
Registrant: De Leon, Krystal

Global - Navigation Tabs

1 ATTENDEE(S) 2 **SESSIONS** 3 GUESTS 4 CHECKOUT

Global - Navigation Bar

[Previous](#) [Next Step](#)

MeetingRegistration - Single - Select Sessions

Event Sessions

May 02, 2023

01:00 PM

☐ **Executive Directors Institute – Ends at 5:00 PM**
Executive Directors Institute on Tuesday, May 2, from 1:00 to 5:00 p.m. EDD Executive Directors, whether new to their organization, mid-career, or a seasoned professional, will find this to be an informative and timely opportunity to enhance your leadership skills.

May 04, 2023

09:30 AM

☐ **Ready, Set, Action: Nims Center Studios \$35.00 Ends at 12:00 PM**
With almost 100,000-square feet, the Nims Center Studios has five stages, four green screens, over 40 production offices and editing suites, a mixing room, and state-of-the-art sound and film equipment. Along with several other film production sites in Louisiana, the Nims Center has helped increase the state's visibility as a go-to location for filming movies and television shows. With funding from EDA, the studios were expanded through include a 5,000-square foot incubator facility where young and talented film industry entrepreneurs now work and UNO students, staff and alumni are able to take advantage of the studio's technology, industry internships and project development opportunities. The workshop will include a tour of the facility, and a presentation from key staff about the Center and its impact on the city, state and regional economies. The Nims Center, along with RPC of New Orleans and the University of New Orleans received a Star of the Southwest Award in 2016. Limited to 25 attendees; additional fee of \$35; pre-registration is required. Meet in the hotel lobby at 9:30 a.m. as the bus will depart promptly at 10:40 a.m. It will return to the hotel in time for the noon luncheon.

01:45 PM

☐ **Café Reconcile Builds Hope and Changes Lives \$35.00 Ends at 4:00 PM**
Café Reconcile provides paid workforce development training to young adults interested in seeking careers in the hospitality field. The students prepare "soul-filled local dishes" in this destination, which is a favorite among New Orleanians. Founded in 1996, the program has three priorities: support young adults in the development of their self-confidence, help them attain financial stability, and earn education or employment opportunities suited to their skills sets. Café Reconcile's workforce program has seen over 2,000 young adults (between the ages of 16 and 24) graduate. During this workshop you will learn about the program and enjoy a sampling of their delicious desserts. Limited to 20 attendees; additional fee of \$35; pre-registration is required. Meet in the hotel lobby at 1:30 p.m. as the bus will depart promptly at 1:45 p.m. It will return to the hotel in time for the Star of the Southwest Reception.

7) This will bring you to the checkout page. Once you hit check-out, you can choose to pay now or later (the same options as when you originally registered).

2023 SWREDA Annual Conference - SWREDA Staff Registration
Wednesday, May 03, 2023 - Friday, May 05, 2023
Registrant: De Leon, Krystal

Global - Navigation Tabs

1 ATTENDEE(S) 2 SESSIONS 3 GUESTS 4 **CHECKOUT**

Global - Navigation Bar

[Previous](#) [Checkout](#)

MeetingRegistration - Summary of Changes

Summary of Session Changes


Type of change	Registration / Session	Fees
De Leon, Krystal - Add	Ready, Set, Action: Nims Center Studios	\$35.00
		Total: \$35.00

Global - Navigation Bar

[Previous](#) [Checkout](#)

- 8) Follow the payment prompts until you get to the order confirmation page. Now you are registered for the workshop!

ShoppingCart - Shopping Cart

Please scroll down to the "Next" button to proceed with the checkout process. If you do not need to select a billing address, shipping address or shipping method, you can click "Express Checkout" below  to go directly to the payment form.

SHOPPING CART

ADDRESS

DELIVERY

PAYMENT

CONFIRMATION

Order Confirmation

Thank you for your purchase!

Order: SC-C-041777-ZH0B9

Order # purchase: 4192020

Payment:

Bill To: National Association of Development Organizations

1801 Linn

PO #:

Bill To Address

Joe C. McHenry

132 C Street, NW, Suite 810

Washington, DC 20001-1037

Invoice	Product	Price per unit	Quantity	Discount	Taxes	Charges
INV-21987-RD5632	Ready, Set, Action: Nima Center Studio - De Leon, Krystal	\$35.00	1	\$0.00	\$0.00	\$35.00
						Total Charges
						\$35.00
						Sales Tax
						\$0.00
						Order Total
						\$35.00
						Gift Card
						\$0.00
						Previous Payments
						\$0.00
						Payment
						\$35.00
						Balance Due
						\$35.00

Done