



MN P.E.O.

Register
online

May 16-17, 2020

Conference Registration Tips



Payment

Payment is possible by check or credit card. Select PayPal to pay by credit card – no PayPal account is required!!! (See next page for details)



- 1 Don't use your back button on your browser — use the **Next** and **Previous** buttons to register.
- 2 When you open the Convention Schedule PDF document on the registration form, it will open in a different browser tab so you can move back and forth between schedule and form as you step through registration.
- 3 If you have any difficulty, or questions, contact Betsy Norby, Convention Coordinator: 218-234-6932, betsymnpeo@gmail.com.
- 4 If you have any special needs or comments, there will be a comment field at the end of the form!



PayPal

Tips for paying by credit card.

Pay by Check, Credit or Debit Card, or PayPal: No PayPal account is needed

At the end of registration there are three payment options, allowing flexibility for paying your registration fees:

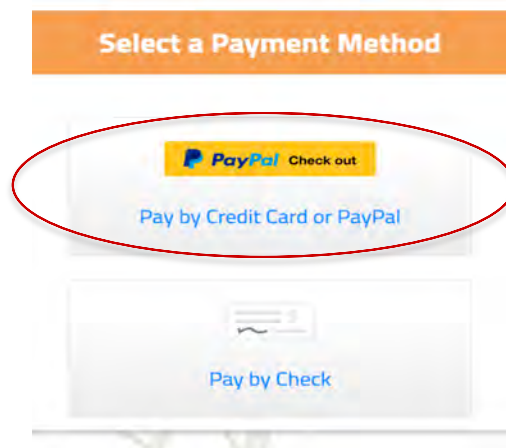
1. Credit or Debit Card
2. Check
3. PayPal

1a) To pay by Credit or Debit Card, select the first button (circled in red on Screen 1).

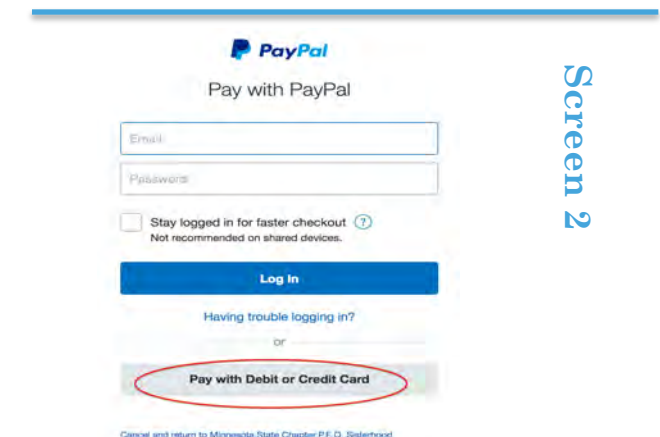
1b) Next you will see (Screen 2) presenting you two options:

1. PayPal at the top, and
2. Credit or Debit Card (circled in red) at the bottom.

To pay by credit or debit card, click on the grey button.



Screen 1



Screen 2

Minnesota State Chapter P.E.O. Sisterhood

Screen 3

1c) After selecting credit/debit card, you will see the following screen (Screen 3). Fill out all fields, as required, and submit.

Screen 4

1d) After submitting, you will next see a confirmation page with a button to **Return to Merchant** (Screen 4). Select this button after printing the page for your records.

1e) Next, you will see the final confirmation and instructions of the MN PEO Registration form (Screen 5). Print this for your records, too.

Item Description	Quantity	Amount
.Registration Fee:	1	\$0.00
.Friday Hotel:	1	\$110.10
.My Convention Meals:	1	\$52.00
.Sat guest dinners:	1	\$0.00
Order Total		\$162.10

Screen 5

Convention Costs:

Costs vary according to your role. The costs listed to the right are the full costs paid by **most** people.

Note: there are additional meals that are invitation-only, for officers, committee chairs, etc.

A 2.9% processing fee has been added to the prices you see to cover administrative costs. Thank you for supporting our sisterhood by paying these costs of attendance.



Costs:

Saturday

Saturday Lunch: \$22.00
Dinner: \$30.00

Sunday

Sunday Breakfast: \$17.00
Sunday Lunch: \$16.00

Hotel

Single hotel room, or shared with BIL or Non-P.E.O. per/night: \$110
Shared hotel (2/room): \$55
Shared hotel (3/room): \$37
Shared hotel (4/room): \$28

Registration Fee:
\$5.00

Sample Costs:

All meals total \$85
2 nights (2/rm): \$110





Friday, May 15, 2020

Time	Event	Attended By
Noon - 6:00 p.m.	Signs, Displays & Auditorium Setup	Hostesses/Committee Chairs
4:00 p.m.	Hotel Check-in begins	Friday Arrivals
5:00 - 7:00 p.m.	Convention Registration	Delegates & Visitors
7:00 p.m.	Early Arrivals Mixer	All are Welcome

Saturday, May 16, 2020

Time	Event	Attended By
7:30 - 9:30 a.m.	Hospitality Open	All are Welcome
7:30 - 9:30 a.m.	Delegate Registration	Registered Voting Members
7:30 - Noon	Visitor Registration	Registered Visitors
7:45 a.m.	PSP Breakfast	PSPs, Board, Intl Rep
8:30 - 9:00 a.m.	Rehearsal for Guards & Tellers	Convention Guards/Tellers
9:15 a.m.	Descendant's Program	Registered P.E.O.s
9:45 a.m.	SATURDAY AM Business Meeting	Required for Delegates
12:00 p.m.	Lunch	Registered P.E.O.s
1:00 - 3:30 p.m.	SATURDAY PM Business Meeting	Required for Delegates
3:45 - 4:45 p.m.	2021-2023 Convention Meetings	2021-2023 Hostess Chapters
3:45	Hotel Check-in	Registered Guests
3:45 - 5:00 p.m.	Convention Registration	Registered P.E.O.s, Guests
5:30 - 6:30 p.m.	Reception (cash bar)	All are Welcome
6:30 p.m.	Convention Banquet	All are Welcome
8:00 p.m.	Project's Program	All are Welcome
9:00 pm.	Hospitality Open	All are Welcome

Sunday, May 17, 2020

Time	Event	Attended By
7:00 - 8:00 a.m.	Breakfast Buffet	Registered P.E.O.s
7:30 - Noon	Convention Registration	Delegates, Visitors, Guests
8:30 - 9:15 a.m.	Time of Remembrance	All are Welcome
9:30 - 12:30	SUNDAY AM Business Meeting	Required for Delegates
12:30 p.m.	Box lunch pick-up	Registered P.E.O.s