

CHAPTER REGISTRATION OVERVIEW



Member Registration

Teachers must register their entire chapter through the Cvent [2025 EdRising NM State Conference Registration](#) Portal. Registration Deadline: **February 15, 2025**

1. Select your **Registration Type** first! Please read the information page for more details regarding the event and registration, then click **Next**.
2. Once you provide all of your information as the teacher of your chapter, please click **Next**.
3. On the Registration Type page, select **Member Registration Fee** for yourself.
4. Then click the **Add a Guest** button to add each of your students, bus drivers, and co-teachers!
5. The **Summary** page will reflect registration fees applied for you and each additional group member you included.
6. The **Confirmation** page will hold your Order Summary and QR Code.
7. The **Confirmation Email** will hold your Order Details Summary with Quote/Invoice language, payment options, and the address for mailing payment by check.

You will need each person's phone number and email address for registration so they may create their own badges and check in at the event!

Cvent Website and App

All attendees of the state conference will need to download the Cvent App to participate. Cvent Kiosks will be provided for printing badges, scanning attendees, games, student networking events, competition schedules, the conference agenda, etc.

Cvent allows registrants to make adjustments to registrations, print invoice/PO options, pay by credit card, and offers a seamless check-in process on the day of the conference.

Lodging

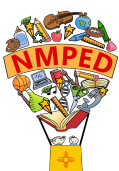
On behalf of the EdRisingNM State Office, lodging accommodations are no longer provided. Discounted room blocks are available as a first come, first serve basis. **You will receive the link to the available rooms in an additional email once the rooms are established.**

Submittable

Student Competition Selection and Materials

As teachers complete their student conference registrations, there will be a question asking if the student you are registering is going to compete. **In January**, students who were previously marked as competitors will receive an email with the Submittable link for their upload materials and competition selections.

Materials and Competition Selections Deadline: **February 15, 2025**



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CONTACT US



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#edrisingnm

STEP BY STEP CHAPTER REGISTRATION

cvent Member Registration

Step 1: Visit the Cvent [2025 EdRising NM State Conference Registration](#) Portal

Step 2: Select your **Registration Type** as the Teacher

Step 3: Read the **Information** page to begin your registration

Step 4: Provide your contact information

Step 5: Select the **Member Registration Fee**

Step 6: Select the **Add a Guest** and provide the information for the group member you are adding for any students, chaperones, co-teachers, or bus drivers

(Note: personal email addresses are recommended to avoid security blocks by districts)

Step 7: Once all chapter members are included in your **Summary** page, continue to the Payment page for credit card, PO, and invoice options

Deadlines

	Dec. 1-Jan. 25	Jan. 26-Feb. 15
Registration Fees:		
Members	<i>Early Bird</i> \$80/person	<i>Regular</i> \$100/person
<i>teacher, student, co-teacher, chaperone, bus driver</i>		
Non-Members	\$130/person	\$150/person
Student Competition Materials Upload begins January 29 <i>All competitions have pre-judging requirements</i>		

Resources

[Breakout Proposal Application, Judge](#)

[Application, Exhibitor Tabling, Non-Member Registration](#)

[State Competitions and Guidelines](#)

[Monthly Meeting Recordings](#)

[Cvent Registration](#)

[2024 Teacher PSA Winner](#)

2024 Inside Our Schools [Spanish](#)

2024 Children's Literature K-3 Winner
[English](#) | [Spanish](#)

2024 Children's Literature Pre-K Winner
[English](#) | [Spanish](#)

