

DO NOT MAIL THIS PAGE WITH YOUR REGISTRATION

Registration Instructions

1. In order to complete early registration you must mail a registration form or register on-line at cmeaonline.org. When you register on-line you need to be prepared to pay by credit card through PayPal. **All boxes on the registration form must be completed before hitting the submit button.** You will receive an email receipt. Payment must accompany your registration form if mailing your form. **Registration forms without proper payment will not be processed.** Payment may be made by check made payable to CMEA, Discover, MasterCard or Visa with a completed credit card authorization form. **Beginning with the 2017 conference registrations forms were no longer be accepted by fax.**
2. CMEA Board policy states that to register as a CMEA/NAfME member your membership must be active through 6/30/18. If your membership expires before this date you must include the cost of membership with your registration form. To check on the status of your membership you may contact NAfME at 1-800-828-0229. You may also renew your membership directly with NAfME (please bring a printed confirmation to the conference or include this with your registration). If your membership expires after 2/1/18 but before 6/30/18 you must renew your membership with CMEA or NAfME. If you renew with NAfME you will need to bring a receipt for renewal to the conference or complete your renewal five business days prior to the conference. If you pay membership renewal to CMEA your membership renewal will be forwarded to NAfME on the 25th of the month of your expiration month for the months of February, March, April, May and June. January memberships and any membership that has expired prior to January 1st will be forwarded during the month of March. New memberships will be forward to NAfME during the month of March. If you pay your membership to CMEA and it expires after 7/31/18 you need to contact CMEA for a refund of this money. CMEA will not forward this money to NAfME as membership dues amounts change in June of each year.
3. Complete one registration form for each person attending (please complete all sections). If registering on-line make sure that the name of the conference attendee is listed and not the person completing the process.
4. Only immediate family members can be registered as guests. Immediate family members are defined as a non-music teacher spouse, significant other, partner, or child over the age of 18.
5. Checks should be made payable to CMEA (**not NAfME**) for the complete amount. VISA, MasterCard or Discover are also accepted. NO school purchase orders will be accepted without the accompanying check or purchasing card. Forms are not accepted by FAX.
6. All registration forms must be mailed or postmarked for pre-registration not later than 12:00 pm on January 2, 2018. This allows time to process your registration and send confirmation prior to the conference.

***IMPORTANT: Registrations post marked after this time
WILL BE RETURNED TO THE SENDER***

7. A registration confirmation letter will be mailed to the address on file by January 14, 2018. Do not call the CMEA phone to see if your registration has arrived, as we do not have the staff to assist with these calls and this process delays the timely registration of others. If you do not have a confirmation letter by January 20 you may e-mail the state office at office@cmeaonline.org. An official receipt for registration will be contained in the registration packet at registration. CMEA does not have the staff or resources to honor requests for receipts prior to this time. If immediate credit card receipts are required for accounting it is requested that you pay by check rather than credit card or register through our online system. Lost official receipts may be replaced following the conference for a fee of \$5.00.
8. There will be no refund for no-shows. Registration is non-transferable. CMEA requires written notice of a cancellation, which must be mailed to CMEA, PO Box 44489, Denver, CO 80201. If your cancellation notice is post-marked:
 - On or before December 31, 2017 you will receive a refund minus a \$25.00 processing fee.
 - On or after January 1, 2018 you will NOT receive a refund.



Credit Card Authorization Form

Send to: CMEA, PO BOX 44489, Denver, CO 80201

or

email to office@cmeaonline.org

FORMS ARE NOT ACCEPTED BY FAX!!

Payments are accepted by VISA, Master Card, or Discover Card only, enter complete information on lines below for orders of \$25.00 or more:

Name as it appears on the Credit Card: _____

Credit Card Number 4-digits per line: _____

expiration date _____

Credit Card v-code on back of card _____

Credit Card Billing Address _____

Credit Card Billing Zip Code _____

Phone number _____

Email _____

Signature of authorized card holder: _____

Once your credit card is processed the Colorado Music Educators Association will attach a copy of your credit card receipt on the original paperwork and this Credit Card Authorization form will be immediately shredded. The Colorado Music Educators Association policy does not allow us to keep credit card numbers on file.