ARTS Day Online Registration Instructions

1. Click the "Register Now" button above to go to our online registration form.

2. Select the number of registrations you need and click the green "Next" button

3. The next page is the registration page. The number of tickets you selected, and the total price will be on the top of the page. Below is a separate section for each ticket you entered. Fill in the registration information for each of the people you are registering. **Please do not enter the same contact information for everyone you are registering**. The information you enter for home address, email address and phone will replace any information that we currently have in the database which can cause headaches for the people involved. The address and phone information will also be used to assign each person to a county advocacy group and their contact info will be given to the county captain. There is also a section to enter any accessibility requests and choice for lunches.

4. Below the registrant's information is a section for your personal information. Fill in your information even if you have filled it in for one of the tickets.

5. Next is a section to enter a Discount/Promo Code. If you have a member or sponsor coupon code, enter it now and click "Apply Coupon". Your payment amount will be adjusted.

6. Now you are ready for payment. You can pay with a credit card and enter your card information in the form. Or you can select "Send a Check" and mail a check to: Arts North Carolina, PO Box 37638, Raleigh, NC 27627-7638. ((The option to pay by check will expire 2 weeks prior to ARTS Day.)

7. Click the CAPTCHA "I am not a robot" box and then click the green "Checkout" button.

8. If your registration is successful, you will get a "Thank You" screen and will receive a confirmation e-mail. If you don't receive the email, contact Christine Olson at 919-834-1411 or christine@artsnc.org.