

## REGISTRATION PROCESS

**The deadline to register for the training in Biloxi on April 26 and 27 is Friday, April 20th. Registration may be cancelled without penalty up to 48 hours prior to the beginning of the event. Registration not cancelled by the deadline may be billed for the full amount.**

TO REGISTER for a Mississippi Main Street Association Training:

1. Send an email to Denise Halbach at [denisehalbach@msmainstreet.com](mailto:denisehalbach@msmainstreet.com) and include all of the following information:
  - a. Name
  - b. Mailing Address for billing
  - c. Telephone number
  - d. The name of the group you are representing
2. You will receive an invoice by return email for the cost of the Manager Training.
3. The invoice may be paid in one of two ways:
  - a. A check made out to MMSA and mailed to the address on the invoice (Please include the invoice number on the check, or a copy of the invoice.)

**OR**

- b. Credit Card. Please follow these directions when paying by credit card:
  - i. Log on to [www.msmainstreet.com](http://www.msmainstreet.com)
  - ii. Click on "Click Here to Donate"
  - iii. Enter **all** of your identifying information –
    1. name
    2. address
    3. email address
    4. telephone number
  - iv. On the page, "Please Review your donation," click on "Add special instructions to the seller" and **enter your invoice number.**
  - v. On the page "Your donation is now complete," click on "Print your donation receipt" and keep a copy for your records.
  - vi. You will receive an emailed receipt from PayPal. Please forward a copy of that receipt to [denisehalbach@msmainstreet.com](mailto:denisehalbach@msmainstreet.com) and keep a copy for your records.