

**CHECK and PURCHASE ORDER • MEMBERSHIP & SCCTM Math CONFERENCE REGISTRATION FORM**  
**All Attendees Must Register Online Even When Submitting Payment via Check or Purchase Order**



**2024 • SCCTM • FALL CONFERENCE • 2024**

*Stop, Collaborate, & Listen: Thinking Mathematically Together*

**Columbia, S.C. November 21 - 22, 2024**

**Lunch won't be provided. Snack Tickets will be provided on both days of the conference.**

**Each conference attendee must complete online registration at: <http://www.scctm.org>**

***\*This form is not needed when payment is made by card online.***

<b>PAYMENT SCHEDULE (Lunch is included.)</b>					<b>AMOUNTS</b>
<b>MEMBERSHIPS:</b>	<b>1-Year</b>	<b>3-Years</b>	<b>5-Years</b>	<b>LIFE</b>	
Regular	\$25.00	\$60.00	\$95.00	\$420.00	\$
Full-Time Student	\$11.00	\$26.00	.....	.....	\$
Retiree	\$16.00	\$42.00	.....	.....	\$
<b>REGISTRATIONS:</b>	<b>Full Conference</b>		<b>One Day Only</b>		
	<b>ON TIME By 10/15/24</b>	<b>LATE After 10/15/24</b>	<b>ON TIME By 10/15/24</b>	<b>LATE After 10/15/24</b>	
Nonmember (s)	\$210.00	\$235.00	\$117.50	\$142.50	\$
Member (s) (Reg/Ret/Life)	\$160.00	\$185.00	\$92.50	\$117.50	\$
Full-Time Student Member	\$50.00	\$75.00	\$27.50	\$52.50	\$
Speaker - Nonmember (s)	\$95.00	\$120.00	\$72.50	\$97.50	\$
Speaker - Member (s)	\$70.00	\$95.00	\$47.50	\$72.50	\$
<b>TOTAL REMITTED by CHECK:</b>					<b>\$</b>
<b>TOTAL to be INVOICED:</b>					<b>\$</b>

**\*Payment cannot be credited to the correct account unless attendee information is provided with checks and purchase orders. This form may be sent in or the information can be provided on the check memo, within an e-mail with a PO attached, or listed on the PO itself. This form is for your school/district's convenience. This form is not needed by SCCTM as long as attendee names are provided with checks and POs.**

Name (s) of Attendee(s)	School or District	Thur/ Fri or Both	Total \$ for Attendee	Attendee's SCCTM Account e-mail Address

School District's Billing Address (mail or e-mail)	
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For the early bird rate, full payment or purchase orders must be received by 10/15/2024  
 SCCTM • c/o Cindy Parker, Registration, 315 60<sup>th</sup> Ave N, North Myrtle Beach, SC 29582

e-mail Purchase Orders to: [director@scctmconference.org](mailto:director@scctmconference.org)

**After 10/15/2024 payment must be made online or by purchase order (with a check being mailed later.) Full payment or the purchase order as a promise of payment must be received by 10/15/2024 for SCCTM to process registration promptly.**

Conference credentials will not be finalized until full payment or a purchase order is received.

# Membership Renewal & 2024 Conference Registration Instructions

## *Become a Member, Renew Your Membership, Register for the Conference*

If you are not currently a member, SCCTM recommends joining before registering for the conference to take advantage of reduced member conference rates. The cost of membership plus the discounted member conference rate is much less expensive than the nonmember rate.

**To receive the discounted conference rate, current members will need to renew their membership with SCCTM, rejoin, or join SCCTM before registering for the conference at the member rate.**

## *Membership*

When paying online, you do not need the paper form.

Leave payment pending when paying by check or PO.

1. To join as a new member, go to SCCTM.org and click “Membership” to create your SCCTM account. (For previous members or conference attendees, your user name is the e-mail address that you used previously with SCCTM. You will see the “forgot password” link if you need your password. Please don’t create another account.)
2. There will be two choices for payment, “Pay online or Invoice me.” Make your choice.
3. Set up or update your account information: please provide **two e-mail addresses** in case your primary e-mail address changes. You will receive e-mail communications and newsletters from SCCTM at your primary e-mail address. *Your e-mail addresses may also be used by officers, committee chairs, and other SCCTM officials to contact you.* You may opt out of these e-mails within your account at any time.
4. When payment is made by check or purchase order, you may send in the Check and Purchase Order Membership & Conference Registration form or you may include the information on the check memo or PO to ensure that your account is credited.

## *Conference Registration*

When paying online, you do not need the paper form.

Leave payment pending when paying by check or PO.

1. All attendees MUST register/create an account online at: scctm.org
2. Attendees should leave payment pending when anticipating payment by check or PO by choosing “invoice me.”
3. Join SCCTM or renew your membership to take advantage of the reduced member conference rate.
4. Be sure to note the deadline date of 10/15/24 to take advantage of the early registration rates.
5. POs or checks must be received no later than 10/15/2024 to qualify for the early rate. Please allow ample time for postal delivery.
6. Purchase orders may be e-mailed with attendee information at any time noting that 10/15/24 is the discounted early rate payment and PO deadline

An invoice/payment acknowledgment will be e-mailed to each attendee’s primary e-mail address. Your canceled check and/or payment acknowledgment will be your receipt for membership dues and conference registration.

**If you do not receive your information, please check to be sure that you haven’t created two SCCTM accounts, using different e-mail addresses.**

An invoice will be sent to the billing or finance office of your district office or your school for payment of purchase orders.

For those who pre-registered and have self-printed their conference credentials, conference materials, and badge holders will be available at Speaker Check-in on Wednesday afternoon before the conference from 3:00 – 5:00 and on Thursday and Friday mornings beginning at 7:30. *Periodic e-mails will be sent to notify participants that their registration has been received, reminding registrants to print out their conference credentials to bring to the conference.*

Registrations **without** complete payment **or with** an official purchase order received as payment by 10/15/2024 will **not** be processed at the early rate! Payment will then need to be made as late registration.

**Name Badges will be provided via e-mail upon payment or the processing of purchase orders or checks. Every participant must register online and provide payment or purchase order before arrival at the conference site.**

## **SPECIAL NOTICE**

**To expedite your conference experience, please remember to print your conference check-in credentials and bring them to the conference. You will present these credentials to receive your conference bag, food tickets, and other materials, Name badges and QR check in codes will be provided by e-mail.**

**Membership information is also provided by e-mail.**

**If you do not receive your information, by email, please check your SPAM or Junk email folders. School distinct filters often send SCCTM messages to SPAM or Junk folder.**

**Attendees or new members should register and leave payment pending by choosing "invoice me" when paying by check or purchase order.**

## More Information

- New members are eligible for the member's discounted conference fee. When joining or renewing, membership must be current or paid before the system will allow you to register as a member for the conference. Payment may be left pending for membership as well when submitting a check or PO for membership and conference registration.
- Membership must be paid for 2024-2025 and up-to-date to receive the discounted 2024 conference rate.
- Please, only use one e-mail account to register for the conference and/or join SCCTM. Our system uses unique e-mail addresses to identify each person because there are members and contacts with duplicate names. If you join or register using multiple e-mail addresses, you will receive multiple invoices and bills and it will appear that you owe fees that you don't owe.
- An electronic invoice and/or payment acknowledgment will be e-mailed to each attendee's primary e-mail address once payment is made.
- Your canceled check and/or the SCCTM e-mailed payment acknowledgment will be your receipt for membership dues and/or conference registration. Please check your e-mail account for your receipt.
- Your conference name badge and check-in QR code will arrive via e-mail for you to print and bring with you.
- Only current SCCTM members are eligible for the business meeting door prizes.

**All attendees MUST have an account online at [scctm.org](http://scctm.org) before SCCTM can process a check or purchase order!**

**After 10/15/2024, attendees must pay online by card or e-mail a purchase order for registration to be processed promptly. Invoices for purchase orders will be e-mailed. Payment for purchase orders may be mailed or a check may be turned in at the conference info desk.**

**There is NO onsite registration. All attendees must register online. Payment must be made or a PO received before the conference.**



# Payment Option FAQs

Please send purchase orders by e-mail with the names of the attendees included in the e-mail to:

Cindy Parker, [director@scctmconference.org](mailto:director@scctmconference.org)

The SCCTM Check and Purchase Order form is provided for the convenience of your billing office.

**SCCTM does not need the payment form as long as attendee information is provided with mailed-in checks and with POs.**

When mailing in a check, please be sure that you provide identifying information so that the payment is promptly credited to the correct account, and please check to be certain that the SCCTM mailing address in your system is correct.

SCCTM  
Attention: Cindy Parker  
315 60th Ave N  
North Myrtle Beach, SC 29582

**Please request an updated W-9 if needed.**

Please e-mail [director@scctmconference.org](mailto:director@scctmconference.org) for assistance with your questions.

## Paying by Card

Payment can also be made by credit card online. Attendees can register themselves, choose “invoice me” and then forward the e-mailed invoice, which has a payment link to the cardholder. Another option is for one person to register each attendee at one time and pay. More information may be found at [scctm.org](http://scctm.org) on the FAQ page.