

★ ONLINE PURCHASE ORDER

What is it?

An online version of the purchase order you receive from your school. The same information from your paper purchase order is required for the online version.

How does it work?

After completing the registration process for yourself, and/or a group from your school, you can now pay with a PO online. After receiving your school approved purchase order, simply fill in the requested information on the check out basket page and we will take care of the rest.

- 1.) Get an approved Purchase Order from your school.
- 2.) Complete the online registration process for yourself or a group as outlined in the Group Registration process on the previous page.
- 3.) On the check out basket page, fill in the information requested as it appears on the paper Purchase Order you received from your school. (See Picture 1)

Picture 1

★ EVENT ROSTER

What is it?

The online event roster is an easy way to find a roommate or find a group from your area to carpool to TAHPERD events. The roster is a list of TAHPERD members who have registered for a specific event.

How does it work?

Sign in as if you were going to register for an event and click on the Roster of Attendees link located on the Event Registration page. A list will then display members who are registered, along with their ISD, campus, and member type. You can click on an individual's name for their contact information.

- 1.) Click "Register for Events" on the Member Profile page (See Picture 1)
- 2.) You can click on the individuals name to view their member profile. Their member profile should contain any information about that member needed to contact them. (See Picture 3)

Picture 1

- 2.) Click "Roster of Attendees" under the event you want to attend. (See Picture 2)

Picture 2

COLLEGE	GENERAL	HEALTH	PHYSICAL EDUCATION	RECREATION	REGIONS	Name	ISD/Company	Campus	Member Type
						Angela Aalder			Professional Member
						Lisa Abraham		Our Lady Of Sorrows School	Professional Member
						Jo Ann Alaraz			Professional Member
						Lisa Alarabey			Professional Member
						Cynthia Allen			Professional Member
						Linda Alvarez			Student Member
						Hile Alvarez			Assoc. Member
						Kimberly Archer			Professional Member
						Carmen Banda	Victoria ISD		Professional Member
						Tony Bancelona			Professional Member
						Jessica Barrantes	Houston ISD		Professional Member

Picture 3