



## NE PETS Registration Instructions for Facilitators

- 1) Go to <http://rotarynepets.org>
- 2) At the top right corner of the screen please click on **2017 NE PETS Registration**
  - On the first screen you will provide your contact information
  - On the second screen you will select the package that you want - **you should select Facilitator Package** then scroll down and select your meal for the optional Thursday night event

**Note:** Your District has already paid your registration fee but not for your meal at the [Thursday night event](#). You may bring your spouse/partner/significant other to the [Thursday night event](#) but due to space constraints your spouse/partner/significant may not attend any of the other NE PETS events or meals over the weekend.

- On the third screen you will request your hotel reservations and provide any other special requests (meals...etc)

**Note:** We will make your hotel reservations for you based on the requests that you provide, do not contact the hotel directly for a reservation. You are responsible for the cost of your hotel room, which is **\$110/night plus tax** (unless you cancel with at least 24 hours notice). Please check with your District as some Districts reimburse their Facilitators some or all of this cost.

- On the final screen you will pay via credit card or select to mail me a check if you have a balance

**Note:** You will only be paying for your meal(s) at the Thursday night dinner event as your registration fee has been covered by your District and you will be paying the hotel directly when you check-in.

- 3) Upon successful completion you will receive an email confirmation from me.

Several days before the NE PETS event you will receive from the hotel confirming your room reservation if you made one.