



MSSAA Workshop Policies and Discounts

MSSAA Workshop Registration Policies

Confirmation: When you submit your online registration, you will get an automated email confirming your submission. When your registration is processed, you will receive an email confirming registration, usually within three days. This registration confirmation email is your proof of registration. If you do not receive a registration confirmation email, please call or email the workshop contact listed on the flyer.

“Umbrella”: Teachers and other non-administrators may register at the member rate if the principal from their building is an MSSAA Member. District personnel may umbrella under the full membership of any administrator in their district.

Inclement Weather: If the weather is uncertain, please check the website at www.mssaa.org after 6:15 a.m. on the morning of the workshop or call the MSSAA front desk at (508) 541-7997 for updates.

Cancellation: Cancellations received **at least 72 hours** before the workshop will be honored. If you do not cancel and do not attend, you are responsible for full payment. Please follow us on Twitter, @MSSAA33, for important announcements.

MSSAA Payment/Purchase Order Policy: We require payment or purchase order by the day of the workshop. If you wish to register before your purchase order has been processed, please write “pending” in the Purchase Order field (it will not go through with a blank space). Then, forward your purchase order to MSSAA as soon as possible or bring it with you on the day of your workshop.

MSSAA Workshop Discounts

Group Discount: Schools or Districts sending in three or more registrations together via the same method (online, mail, or fax) qualify for a discount of \$20 per person per workshop.

Early Bird Discount: We offer an Early Bird Discount of 10 percent if we receive your registration **at least one month** prior to the workshop date.

If you qualify for both discounts, please calculate the Group Discount first, then the Early Bird.

For directions to the MSSAA Office at 33 Forge Parkway, Franklin, MA 02038, please visit: <http://www.mssaa.org/directions>

Register online at <http://mssaa.org/professionaldevelopment>

