BPA National Leadership Conference Planning Notice

This information is being provided in an effort to help alleviate some of the stress involved with getting your students registered and prepared to attend NLC. Ensuring that these items are taken care of prior to arriving at NLC will lead to a more enjoyable experience for you and your students.

First, your membership invoice(s) **MUST** be paid in full before you will be allowed to register members for NLC. To ensure that your membership invoice(s) have been paid, please follow these steps:

1. Login to MRS at [https://www.registermychapter.com/bpamem/](https://www.registermychapter.com/bpamem/)
2. Go to **Step 5: Prepare / View Invoice**
3. Select: Click here to view Invoices(s) already submitted
4. Click on the **Invoice #** to view details and ensure that the balance is **$0.00**

Prior to arriving on-site for NLC, it is your responsibility to follow-up and make sure that your NLC registration invoice is paid. Please do not assume that your local school district has processed payment, only to be surprised when arriving on-site to find payment is missing. To ensure that your invoice(s) have been paid, please follow these steps:

1. Login to CRS at [https://www.registermychapter.com/bpamem/Conf.asp](https://www.registermychapter.com/bpamem/Conf.asp)
2. Select the appropriate chapter (some of you have multiple chapters)
3. Select “**2020 National Leadership Conference**”
4. Select your **invoice #** and ensure that the Balance Due is **$0.00**

*You will NOT be able to pick-up conference registration materials if you have an outstanding NLC Invoice*

Here is some additional helpful information:

- If your NLC invoice is not paid prior to arriving, you will be expected to pay by check or credit card before you receive your registration materials. School Purchase Orders are **NOT** accepted on-site as a form of payment.

- School Purchase Orders cannot be added to invoices that have been submitted. National BPA is also unable to change the date on invoices that have been submitted. Please follow your local district policies regarding a PO prior to submitting your NLC invoice.

For assistance please contact Michele Gordon at mgordon@bpa.org or Mark Burch at mburch@bpa.org.

Thank you for being AMAZING!

Mark Burch  
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