Welcome to the Butler URC 2015 Registration System.

**Student Presenters:** If you are the lead student presenter, please use the following instructions.

URC Registration has multiple steps. To begin Step 1, please click on the “Register Now” button to create your account.

Once you have clicked on the “Register Now” Button, the following screen should appear:

Please select the appropriate option:

1. **Student:** If you are a student presenter, co-presenter, or author (contributor) of a presenter or an undergraduate student who plans to attend the URC, please select this option.
2. **Faculty Member:** If you are a faculty member who is sponsoring a student’s research that will be presented at the URC or a faculty member who plans to attend the URC, please select this option.
3. **University Staff Member:** If you are a non-faculty employee or staff member of a college or university, please select this option. This option was created to allow a staff member to remit payment for members of a college or university. It also allows university employees who do not fit into the faculty category register to attend the URC as well.
Using the example of a student presenter, select “Register As A Presenter”.

Please complete all the requested information on the following screen:

Please note: If you want to receive a physical paper program, you will need to select yes. Otherwise, a paper program will not be available to you at the conference. The electronic program contains all the up to date information regarding the conference and is more accurate than the paper program.
Once you have selected “Create New Account,” an email should be sent to the email address indicated. It is very important to access the email as you will need to confirm access a special link in the email to confirm your account. If your email does not appear within 5 minutes of submitting the “Create New Account” button, please check your spam. If the email is not in your spam, please email URC@butler.edu for assistance. (Note: the email account is monitored Monday-Friday from 8:00 a.m.-4:00 p.m.)

Clicking thru the link on your email, the following should appear:

At this point, you will need to set a password for your account. (For Butler students, this will be your Butler sign on password.) Please be sure to confirm your password as well. Then select “Save”.

Congratulations!! You have just completed Step 1 of the URC Registration Process.
Step 2 of the URC Registration Process is only necessary for the lead student presenter as it involves creating the actual presentation which will be delivered/displayed at the URC. You will need the following information to complete this section:

- Presentation type (poster, oral presentation or art exhibit)
- Presentation Topic (academic discipline)
- Abstract (limit of 3000 characters)
- Names and email addresses of presenters and authors of the presentation (please ensure you enter the correct email address)
- Names and email addresses of faculty sponsors (please ensure you enter the correct email address)

Please select “Create Presentation”.

![Image of the URC registration process interface with a user profile named Billy Holland]
Please complete all fields with the appropriate information and press “Save”.

Create Presentation

Presentation Type *
- Art Exhibit (Art exhibit description here)
- Oral Presentation (Oral presentation description here)
- Poster Presentation (Poster presentation description here)

Presentation Topic *
- Education

Title *
- How to register for the URC

Abstract *
- Content limited to 5000 characters (approximately 250 words). Characters remaining: 3990

To assist students, faculty, and staff who are registering for the URC, this guide has been created.

Presenters & Authors

Add all presenters and authors, including yourself, in the list below. You must list at least one presenter.

Students *
- First Name: Tilly
- Last Name: Holand
- Email: t0013m@comcast.net

Presenter or Author *
- Author
- Presenter

Faculty Sponsors

Add all faculty sponsors in the list below. You must have at least one faculty sponsor.

Sponsors *
- First Name: Cathy
- Last Name: Holand
- Email: cthol1@butler.edu

Digital Commons

Would you like this presentation to be published in Butler University Library’s Digital Commons? *
- Yes

Presentation File

Choose File: No file chosen
- File must be less than 3 MB.
- Accepted file types: .ppt, .pptx, .doc, .docx, .pdf

Presentation Link

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For any questions about URC or help with this application, email urc@butler.edu.
Note: By entering a co-presenter/author and a faculty sponsor, the URC Registration System will send an email to notify them you created the presentation listing them as the co-presenter/author/faculty sponsor and inviting them to register for the conference. Thus, it is very important for you to enter the correct email address.

Note: You have the option to upload your presentation to the Butler University Digital Commons. This is open to all participants of URC, regardless of university. It is your option to include your presentation. Please see http://www.butler.edu/library/research/digital-collections/ for more information regarding Digital Commons. You can add information or change your selection at any time.

Once you have successfully created your presentation, the following should appear:

You can edit your information any time prior to April 1, 2015 by signing into your account at https://urc.butler.edu using your registered email address and the password you created.

Should you wish to create a second presentation, you may do so by selecting “Create Presentation” again and repeating the process for the second presentation. Note: A maximum of two presentations per presenter is allowed.

Congratulations! You have now completed Step 2 of the URC Registration Process!!
You are now ready for the final stage, Step 3, of the URC Registration Process. Simply select “Complete Registration”.

At this point, it is time to remit payment for your conference attendance. The payment is due by April 1, 2015. If you elect to pay at a later date, you will sign in to your account at https://urc.butler.edu using your registered email address and the password you created and then select the “Complete Registration” button.

Once you have selected “Complete Registration”, the following will appear:

Click on “Add Registration” for each individual for which you intend to remit payment.

Note: Students will only be able to select themselves. Faculty Advisors will be able to select all students that have listed the faculty member as a sponsor as well as the Faculty Advisor. University Staff Members should be able to select any participate affiliated with the University Staff Member’s institution.
Once the individual(s) have been selected, the Registration Payment screen will appear, listing all that have been selected. Select the “Checkout” button.

Please enter all the billing information (requested information will depend on the payment type selected) and select “Review Order”. The following screen will appear:

If you are a remitting a check, this screen should serve as your invoice. Please print it and send it your check to the address on the screen.

Once complete, select “Submit Order.” If you are paying with a credit card, a receipt will be sent to your email address.

Congratulations! You have now completed your registration for URC!!! We look forward to seeing you on April 10, 2015.
**Student Co-Presenters/Authors:** For some presentations, there are multiple authors and presenters. Only one individual should create the presentation listing all of the authors and presenters (maximum two presenters per poster or oral presentation). As part of the presentation registration, Step 2 above, the lead presenter would have entered your email address. This would result an email being sent to you with a special link. This link will allow you to register yourself for your attendance at the conference. If you do not plan on attending the conference, no action is required on your part.

If you do plan on attending the URC, please click on the link contained in your email. The following screen will appear:

Select the “Log In” button. This will prompt you to create & confirm the password for your account. (For Butler students, this will be your Butler sign on and password) Note: You may also edit your name as appropriate. Please click “Save” to continue the registration.

Now that your account has been created, please select “Register to Attend”.

Please complete the requested information (T-shirt, Lunch, and physical copy of the program) and then select “Save” to continue.

Please note: If you want to receive a physical paper program, you will need to select yes. Otherwise, a paper program will not be available to you at the conference. The electronic program contains all the up to date information regarding the conference and is more accurate than the paper program.

Congratulations!! You have just completed Step 1 of the URC Registration Process.

Please see Step 3 under Student Presenters to complete the URC Registration Process.
Faculty Sponsors:

If you are a Faculty Member and do not have any students presenting at URC, please refer to Steps 1 & 3 of Student Presenters only selecting the “Faculty Member” option.

If you are a Faculty Member with student(s) presenting at URC you should receive an email from the URC registration system notifying you your student has registered their presentation. If you do not plan on attending the conference, no action is required on your part.

Butler Faculty – this will be your Butler email address and password.

If you do plan on attending the URC, please click on the link contained in your email. The following screen will appear:

![Butler URC Program Log In](image)

Please select the “Log In” button. The following screen will appear and you should create & confirm your password. Please submit the “Save” button. This will allow you to access your account at any time and edit your information as necessary.

![Butler URC Faculty Dashboard](image)

Now that your account has been created, you are ready to register for the URC. Please select the “Register to Attend” button.
Please complete the requested information:

Please note: If you want to receive a physical paper program, you will need to select yes. Otherwise, a paper program will not be available to you at the conference. The electronic program contains all the up to date information regarding the conference and is more accurate than the paper program.

Congratulations!! You have just completed Step 1 of the URC Registration Process.

Please see Step 3 under Student Presenters to complete the URC Registration Process.