Many schools are willing to pay directly for your registration in an APSI workshop. This is most often accomplished by having our organization issue an invoice and your school either creating a Purchase Order or paying the invoice directly with a check. While we strongly recommend that you find out your school’s specific PO and payment procedures, the registration methods below should work for almost everyone.

**Registering Online (recommended method)**

If your school has agreed to pay for your registration, you may register using the online registration form. In fact, we recommend this option to make sure you reserve a space in the class of your choice. To register online, follow these steps:

1. Go to the [web page here](#), and register yourself for the course of your choice. You will need to have the following information on hand:
   - An email address that goes directly to you and is accessible during the summer. We send emails with important information to you a few weeks before the program begins, and we want to make sure it goes to you and not a school administrator or secretary.
   - The name and contact information of the school official who handles these payments (phone, email and school mailing address).
2. When you get to the Registration Shopping Cart screen, there is a drop-down menu in the bottom right-hand corner titled “Select Method of Payment.” While credit card is the automatic option, you should click on it and select “Invoice” instead. A screen will pop up asking for the information listed above. If your school already gave you a PO number, you can enter it here. Otherwise, ask your school to fax the PO paperwork to us at (706) 542-6596 when it is ready. Once you submit the online registration, an outstanding invoice will be issued to your school, which they can use to begin the payment process on their end, or to submit along with the payment they have already issued.

**Registering by Paper Form**

You do also have the option of downloading a paper registration form and submitting it by mail or fax. Please be aware, however, that these forms are processed more slowly than online registrations, and if there are no more spots in the course when we process your form, you will be placed on the waiting list.

To register by paper form, follow these steps:

1. Go to the [web page](#) and download the paper registration form.
2. Fill it out completely. All of the fields are required, and we cannot process incomplete forms.
3. Submit the registration form, along with your school’s check or Purchase Order, to the fax number or mailing address listed on the form.