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

1. Go to the web page here, you will be redirected to the Cvent registration system to register. Ensure you provide the following information when you register:
   - 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. We will send you an invoice within five business days to use for processing this payment.

If you have any questions about this process, please contact us at apsi@georgiacenter.uga.edu.