

# ACCA DISTRICT MEETINGS

**Monday, Oct. 5, 2009**

Lakeshore Inn, Double Springs, AL (Winston)

**Tuesday, Oct. 6, 2009**

Guntersville Senior Center, Guntersville, AL (Marshall)

**Thursday, Oct. 8, 2009**

B.B. Comer Memorial Library, Sylacauga, AL (Talladega)

**Tuesday, Oct. 13, 2009**

Mustang Oil Restaurant, Greensboro, AL (Hale)

**Tuesday, Oct. 27, 2009**

Russell County Commission Chambers, Phenix City, AL (Russell)

**Thurs., Oct. 29, 2009**

David's Catfish Restaurant, Greenville, AL (Butler)

This year's District Meetings will provide ACCA members the opportunity to discuss several legislative issues in depth before the Association's steering committee's begin their work. The Steering Committees will consider the information collected during the district meetings and assemble a legislative program for consideration during the Association's Legislative Conference in December.

The rising cost of Health Insurance will also be on the agenda for the district meetings. The ACCA committee appointed to look for cost-savings for counties will begin its work in October, providing the membership with an opportunity to discuss this important issue and offer much-needed input through the district meetings.

All meetings will begin at 6 p.m. and the cost for ALL meetings will be \$20 per person. Register online at [www.acca-online.org](http://www.acca-online.org). Directions to each location will be emailed about a week before the meeting. If you have any questions regarding the district meetings please call the ACCA office or email Jennifer Datcher at [jdatcher@acca-online.org](mailto:jdatcher@acca-online.org).

**INSTRUCTIONS FOR ONLINE  
REGISTRATION ON REVERSE SIDE**

# INSTRUCTIONS FOR ONLINE REGISTRATION

## ACCA District Meetings

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- Registrations will not be accepted via any other method. You **MUST** register through the online system.
- You might want to think about assigning the duty of registering everyone in the office to one staff member. That staff member would then be responsible for registering each person for all ACCA events and keeping up with everyone's login and password.
- Go to [www.acca-online.org](http://www.acca-online.org)
- Click on the Conferences and Events tab on the top left hand side of the menu bar. Scroll down to the ACCA District Meetings. Click on the tab to register online. (This will bring you to a welcome page.)
- Your first step is to login. You must be logged in to register for an event. Click on Login on the left hand side of the page.
- Enter your primary email address. If you have never registered before, your default password is **Password1**. After you login for the first time it will prompt you to change to password to something else. After you change your pass word click on Click Here to Continue. This will bring up all of your current account information.
- *If it says incorrect email or password* we must not have you in the system. Go up to New Visitor Registration to create an account. You'll need to enter your contact information and hit Create Account. From there continue on to the next step.
- From here click on Upcoming Events on the left hand side of the page. This will bring up a list of all upcoming events. There will be several pages. Scroll through the pages to find the district meeting that you would like to register for..
- Click on the district meeting and click Register for this Event. Look over the badge information provided and click on Add to Cart.
- When you click on Add to Cart you might see a button at the bottom of the page that says Group Registration. Click on this to register multiple people from your county at once.
- When you are ready, hit the Checkout button in the shopping cart. Enter your billing information if necessary. Click next. Then choose your payment option. You have the option of being billed for the event or paying with a credit card. **If you choose Bill Me, please print your receipt and use that as an invoice for payment.** Please make all checks payable to ACCA, 100 North Jackson Street, Montgomery, AL 36104.
- Once you complete your registration you will receive a confirmation email detailing your purchase.
- If you have any problems at all, please call or email Jennifer or Donna in the ACCA Office.
  - Jennifer Datcher - [jdatcher@acca-online.org](mailto:jdatcher@acca-online.org)
  - Donna Key - [dkey@acca-online.org](mailto:dkey@acca-online.org)
  - (334) 263-7594