



2026 CAHPERD CONFERENCE

REGISTRATION INFORMATION

Districts Registering Online

February 26 -28

1. Account Creation Requirement

All attendees must have a CAHPERD account to register and to receive important conference-related communications.

- **If you do not have an account:** Create one prior to registering.
- **If you already have an account:** Do not create a new one. Instead, use the “**Forgot Password**” feature to recover your login credentials.
- Please check your **spam or junk email folders** for password recovery and registration emails, as CAHPERD communications are sometimes filtered there.
- For assistance, contact: **reception@cahperd.org**

2. Registration Methods

A. Online Registration (Preferred Method)

The most efficient way to register is online at www.cahperd.org.

- To receive member pricing, membership must be purchased before registering for the conference.

B. Districts Registering Multiple Staff Members

For Staff Members Without a CAHPERD Account

As a District or School Representative, follow these steps:

1. Create and log into your own CAHPERD account at www.cahperd.org
2. Navigate to the “Conferences” tab and select “Online Registration”
3. Scroll down and select “Register Someone Else”
4. Enter the attendee’s personal information in its entirety (do not use district contact details such as district address):
- Please note, the attendee’s email address is required for conference communication.
5. Click “Save and Close”
 - This action will automatically create a CAHPERD account for the attendee.
6. Repeat for each additional staff member who does not have an account.
7. Once all individuals are entered, proceed to checkout.

Please note that all communications will be sent directly to the attendee, not the individual who completed the registration. It is the attendee’s responsibility to review and relay any important information as needed.

For Staff Members With an Existing CAHPERD Account

- Request the attendee’s login credentials and register them under their existing account.
- Do not create a duplicate account, as it may erase their past registration and attendance history.
- If the attendee does not remember their login credentials:
 - Use the “Forgot Password” feature
 - Ask them to check their spam or junk folders for the reset email
 - If problems persist, contact: reception@cahperd.org

C. Mail-In Registration

You may mail completed registration forms to:

CAHPERD
1501 El Camino Ave., Suite 3
Sacramento, CA 95815

Be sure to include full payment with the registration form.

D. Purchase Orders

- Purchase orders are accepted electronically via our 2026 CAHPERD State Conference [Purchase Order Google Form](#).
 - Do not submit purchase orders by email, fax, or mail.
 - You will be prompted to upload PO documents at the end of the Google Form.
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3. Complete Registration Forms

- If you are not registering online, it is mandatory to complete all registration forms in their entirety.
 - **Please include attendee information, including email** (not district information).
 - Incomplete forms may result in processing delays and hinder your registration.
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4. Registration Options

We offer three registration options:

- **Early Bird Registration – Registered by November 3:** Available at a discounted rate exclusively to new or existing members.
- **Pre-Registration – Registered by January 19:** Available before the event, but after the Early Bird period has closed.

- **On-Site Registration – After January 19:** After January 19, all registrations must be completed at the conference at the on-site rate

Note: Discounted & Member rates are available exclusively to new and existing CAHPERD members with active membership through 02/28/2026; memberships expiring prior to this date must be renewed to qualify.

5. Methods of Payment

We offer various methods of payment:

- **Credit Card:** We accept American Express, Discover, MasterCard, and Visa.
 - **Check:** Please make checks payable to **CAHPERD** and mail them to:
1501 El Camino Ave. Suite 3, Sacramento, CA 95815.
 - **Purchase Order:** We accept purchase orders sent electronically only via our 2026 CAHPERD State Conference [Purchase Order Google Form](#).
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Liability and Participation Agreement

By registering for this conference, I agree to hold harmless CAHPERD, the Oakland Marriott City Center staff, and other conference participants from any liability or damages that may result from my participation. I understand that neither CAHPERD nor the Marriott Oakland City Center is responsible for any loss or damage to persons or property. Additionally, I acknowledge that CAHPERD is not responsible for any circumstances beyond its control, including unexpected expenses or changes that may arise, and I agree to bear any associated costs.

Cancellation, Changes & Refund Policy

- **Memberships and meal purchases are non-refundable and non-transferable.**
- All refund requests must be submitted online via our [2026 Cancellation/Refund Request Form](#).

Cancellation Deadlines & Fees

- **On or before November 3, 2025:** Cancellations will incur a \$75 cancellation fee.
- **November 4, 2025 - January 19, 2026:** Cancellations will incur a 50% cancellation fee.

- **January 20 - February 25, 2026:** Cancellations will incur a 75% cancellation fee.
- **After February 25, 2026:** No refunds will be issued for cancellations received after this date.

Refund Timeline

- Approved refunds will be processed approximately 2 to 4 weeks **after** the conclusion of the conference.

Registration Changes / Substitutions

- Any changes made to a registration will incur a \$25 administrative fee, in addition to any cost differences resulting from changes such as but not limited to member vs. non-member status. Please note that if the substituted registration rate is lower than the original amount paid, the difference will not be refunded.
- No changes / Substitutions to registrations will be accepted after January 19, 2026.

Certificate of Attendance

A certificate of attendance will be provided at the conference. It is the responsibility of the attendee to retain and submit this certificate and any additional requirements to your school or employer as proof of attendance. Certificates will not be provided electronically nor once the conference has concluded. They must be picked up in person during the event.