



CAHPERD CONFERENCE

REGISTRATION INFORMATION

Districts Registering Online

LEVEL UP: FEB 25 - 27, 2027

For registration ONLINE, not for Purchase Orders! Purchase orders are accepted electronically via our [2027 CAHPERD Conference Purchase Order](#) Google Form.

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.
 - Staff members may create an account on behalf of an individual, but they must use the individual's own name, **email**, and personal information.
 - **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**
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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.
 - Select their registration options
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
1960 Blue Oaks Blvd, Ste. 190-103
Roseville, CA 95747

Be sure to include full payment with the registration form.

Envelope must be postmarked by pre-registration deadline in order to be processed. Otherwise it will be counted as onsite registration and increase in fees will be applied.

D. Purchase Orders

- Purchase orders are accepted electronically via our [2027 CAHPERD 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 two two options:

- **Pre-Registration – Registered by January 22, 2027:**
- **On-Site Registration – After January 22, 2027:** After January 22, 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 2/28/2027; 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 [2027 CAHPERD Conference Purchase Order](#) Google Form.

Liability and Participation Agreement

By registering for this conference, I agree to hold harmless CAHPERD, the hosting venue, its staff, and other conference participants from any liability or damages that may result from my participation. I understand that neither CAHPERD nor the hosting venue 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 [2027 CAHPERD Conference Refund Request](#).

Cancellation Deadlines & Fees

- **On or before November 2, 2026:** Cancellations will incur a \$75 cancellation fee.
- **November 3, 2026 - January 22, 2027:** Cancellations will incur a 50% cancellation fee.
- **January 23 - February 24, 2027:** Cancellations will incur a 75% cancellation fee.
- **After February 24, 2027:** 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 22, 2027.
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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.