

Frequently asked questions about CASL Conference Registration

1. *I can't access the Zoho form at school. It is blocked by the filter.*

CASL understands that filters at your school may block this form hosted by Zoho Creator. We are sorry for the inconvenience. At some schools the tech department is willing to unblock some filtered sites. If that is not possible at your school, perhaps you will consider completing the form at home to show your support for CASL's "green" initiative. CASL wants to save some trees! In addition to decreasing paper copies, Zoho saves time for our administrative secretary, Anne Weimann. She does not have to manually input information into a separate access database for 450 conference registrants or 450 membership applicants because a database is automatically created after you submit the form electronically.

2. *What do I do if I have been unable to print my filled out Zoho form?*

Just submit the form electronically. CASL does not want a printed copy of your form. If you need to print the form for your records or for a purchase order, use the PDF version. You will have to print the PDF version and then fill in the form.

3. *Do I need to send a print out of the form with my check?*

No. CASL is "going green" and trying to save paper by using electronic communication.

CASL does not want a printed copy of your data. It is difficult to print a Zoho form, so for those people who need a printed copy of the form we have made a [PDF version available](#).

4. *How can I pay for conference since I submitted the Zoho form electronically, but there was no way to pay electronically?*

Send your check made out to CASL, Inc to:

Anne Weimann

25 Elmwood Ave

Trumbull, CT 06611

5. *What is the procedure for using purchase orders?*

You should also complete the Zoho version of the form and submit it electronically.

6. *Do I need to send a print out of the form if I am using a purchase order?*

Yes. Sometimes purchase orders do not include the name of the person or persons attending conference. It is difficult to print the Zoho version of the form since the Zoho version is designed for electronic communication. Print the pdf version of the form. Complete the information in pen and send to your business office. Ask the business office to attach the form to the purchase order /payment.

7. *I completed the Zoho form, now how do I know the data went through?*

If you clicked submit and you should receive a message telling you the data was sent successfully. The information goes to an online database. When Anne Weimann receives your check she looks at the online database. If your name is not there, she will notify you.

8. *What happens to the information I fill in on the Zoho form?*

The data you input is stored in a database on a secure server and can only be accessed by officers of CASL and registrants for conferences and workshops to conduct CASL business. If you want a mentor or are willing to be a mentor, your information is given to the chair of the Membership Team so the team can match mentors and mentees.

9. *If I am registering for more than one person can I fill out one form?*

No, please complete one form for each person.

10. What if I forget to choose a lunch?

You will have a veggie wrap.

11. Is membership renewal included in conference registration?

No. You can include your dues in the money you submit for conference, but you need to complete a membership application.

12. Will I be awarded CEUs for attending conference?

We will grant CEUs for pre-conference and the Administrator's Breakfast only.

A certificate of attendance will be provided for full day conference attendance on November 10th. Please apply for CEUs for full day conference attendance through your school district.

13. If I belong to AASL, CLA, NESLA (New England School Library Association,), or CECA, do I get a discount on my conference registration?

No. You can deduct \$5 from your membership dues by sending a copy of membership in another professional organization with your check for membership.