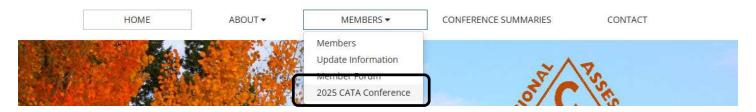
#### CATA CONFERENCE REGISTRATION INSTRUCTIONS

# **Step 1**: LOG INTO CATA-LOG.ORG AND NAVIGATE TO REGISTRATION PAGE Select "2025 *Conference Registration*" link from the Members drop down menu.

## Colorado Association of Tax Appraisers



#### **Step 2: READ INFORMATION PROVIDED**

Read through the information provided until you reach the "Register for the 2025 CATA Conference" Section. This a letter from the CATA President, lodging information and highlights of the conference schedule.

#### Step 3: DOWNLOAD COURSE LIST WORKSHEET

Download the "Full List of Classes" to assist you in determining your desired courses.

### Register for the 2025 CATA Conference

The final day to register is **Monday**, **June 30**, **2025**. Please register early to secure your preferred courses and lodging. **Before you begin**, **please note**: **you will complete a few registration details before** 

selecting your courses. You may also Preview he Full List of Classes before you start.

Need guidance? Follow our **Step-by-Step Registration Instructions** to make the process simple and smooth.

Start Your Registration

#### **Step 5: START YOUR REGISTRATION**

## Register for the 2025 CATA Conference

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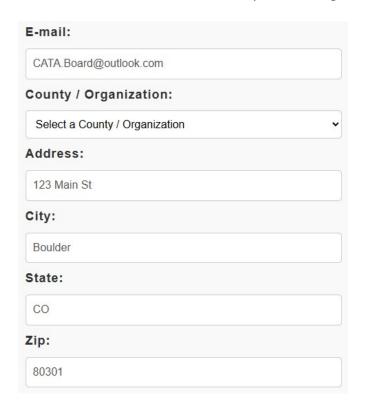
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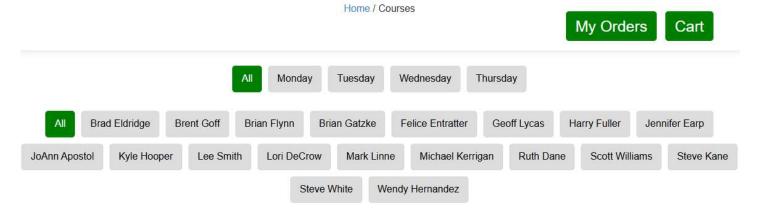
#### Step 6: REGISTER FOR CONFERENCE BEFORE SELECTING CLASSES

Please complete all fields and click 'Submit'. This will automatically add the registration fee to your cart.



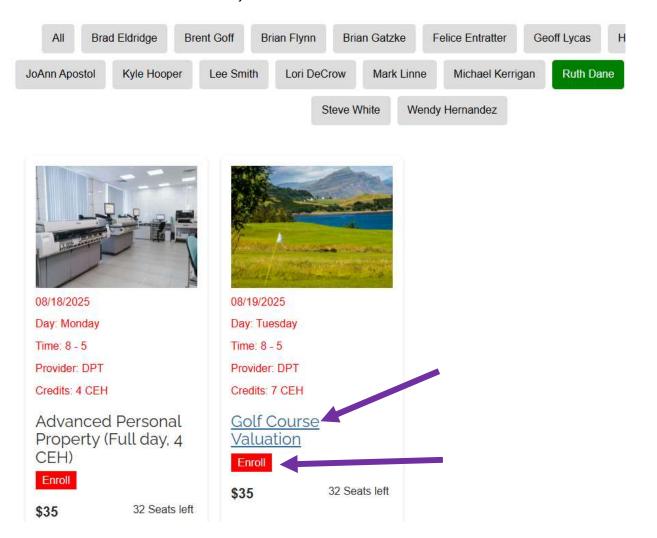
Step 6: REVIEW COURSES BY DAY OR INSTRUCTOR

## 2025 CATA Conference



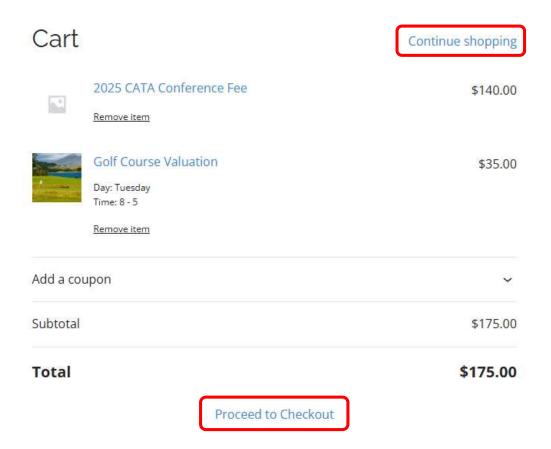
#### **Step 7: ENROLL IN COURSES**

To review the course description, click on the course name. To enroll, simply click the 'Enroll' button and the class will be added to your cart.



#### **Step 8: CONTINUE SHOPPING OR CHECKOUT**

Please review your selections to prevent double-booking or creating unintended gaps in your schedule. Once satisfied, continue shopping to add additional courses or proceed to checkout.

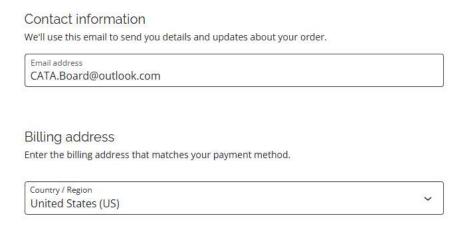


#### Step 9: FINAL REVIEW AND CHECKOUT

On the Checkout screen, you may complete a final review by clicking the arrow to the right of your total.

Order summary \$175.00 ~

Complete the contact and billing information. All fields are required unless otherwise noted.

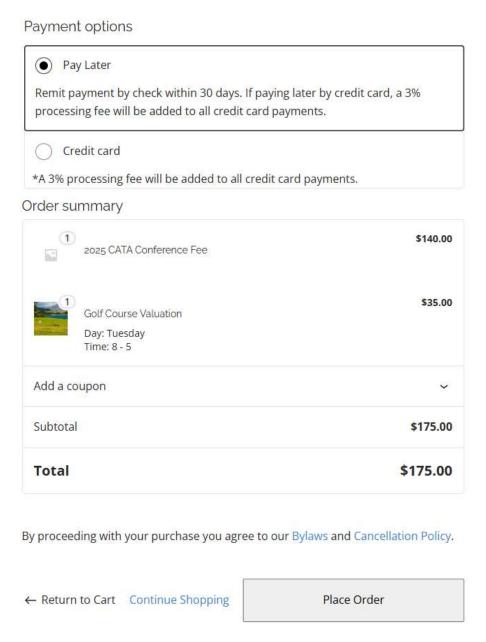


#### Step 10 - PAYMENT

Select 'Pay Later' or by credit card. Review your order one last time.

- If you wish to remove a selection, click 'Return to Cart'.
- If you wish to add an additional course, click 'Continue Shopping'
- If you are finished, click 'Place Order'.

\*\*If paying later by credit card, you will need to log into your account to enter the credit card payment.



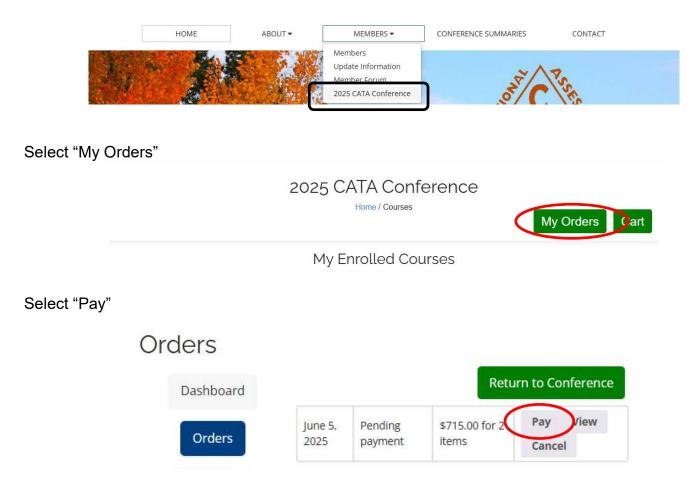
#### Step 11 - EMAILED INVOICE

Once your order has been placed, an invoice will be sent to your email. If your employer is paying for your conference registration and courses, please forward the invoice to them. If you paid by credit card, OR if you selected, "Pay Later", and your office is paying by check, you are all set!

#### Step 12 - PAY LATER BY CREDIT CARD

Log into your account and select '2025 CATA Conference' from the Members drop-down menu.

## Colorado Association of Tax Appraisers



Select "Credit card", then enter your payment information

## Pay for order





Then select "Pay for order"

Pay for order

The screen will display your completed order and a receipt will be sent to your email.

#### YOUR CONFERENCE REGISTRATION IS COMPLETE!

If you have any questions or changes that need to be made to your registration, please contact the CATA Board of Directors at: **CATA.Board@outlook.com**.