

## MSAA Policies and Discounts

### MSAA Workshop Registration Policies

**Confirmation:** When you submit your online registration, you will get an automated email confirming your submission. When your registration is processed, you will receive an email confirming registration, usually within three days. This registration confirmation email is your proof of registration. If you do not receive a registration confirmation email, please call or email the workshop contact listed on the flyer.

**"Umbrella":** Teachers and other non-administrators may register at the member rate if the principal from their building is an MSAA Member. District personnel may umbrella under the full membership of any principal in their district.

**Incident Weather:** If the weather is uncertain, please check the website at [www.mssaa.org](http://www.mssaa.org) after 6:15 a.m. on the morning of the workshop or call the MSAA front desk at (508) 541-7997 for updates.

**Cancellation:** Cancellations received in writing (via email) at least 72 hours before the workshop will be honored. If you do not cancel within this timeframe, and do not attend, you are responsible for full payment. Please follow us on Twitter for important announcements.

**MSAA Payment/Purchase Order Policy:** We require payment or purchase order by the day of the workshop. If you wish to register before your purchase order has been processed, please write "pending" in the Purchase Order field (it will not go through with a blank space). Then, forward your purchase order to MSAA as soon as possible or bring it with you on the day of your workshop.

### MSAA Member Discounts

**Group Discount:** Schools or Districts submitting three or more registrations for the same workshop at the same time qualify for a discount of \$20 per person per workshop.

**Early Bird Discount:** We offer an Early Bird Discount of 10 percent if we receive your registration at least one month prior to the workshop date.

*If you qualify for both discounts, please calculate the Group Discount first, then the Early Bird.*

For directions to the MSAA Office at 33 Forge Parkway, Franklin, MA 02038, please visit:  
<http://www.mssaa.org/directions>

