

Instructions for Membership Only and Department Membership:

Our third-party registration site has default settings that we cannot change. Thus, if you are purchasing only a Membership, it can be confusing. Here are some instructions:

From our website: www.essnet.org:

Click on “Membership and Registration” and/or “Department Membership”, you will be directed to our Membership and Registration site, ExOrdo.

You must create an account.

Click on “Registration” (even if only purchasing Membership).

It will take you to the “Guide for Delegates”. At the bottom of that page, click the button that says “Next: Registration Fees”.

On that page, scroll down to see the Membership Only and Department Membership options. Select your option.

You will then be asked some questions that must be answered to proceed. (I.e., Sharing your email with other panelists. You may click “Yes” or “No”.)

Next, it will ask you how you’d like your name badge to appear. This isn’t necessary if you are just purchasing Membership, so you may skip to the next page, which is Billing Information.

You can then proceed to pay from there.

Your receipt will say you are “registered”. These are default settings on this site that we cannot change. If you need a more specific receipt, please email us at ess@wpunj.edu

Thank you for your patience and understanding. We appreciate your support!