

## IMPORTANT INFORMATION REGARDING THE 2024 SUMMER CONVENTION

1. All registration will be done online – either by the individual or by the lodge secretary. Registration and info can be found at [www.oregonelks.org/SummerConvention](http://www.oregonelks.org/SummerConvention) or the page can also be found under “News and Events” on the navigation menu at the top of the site.
2. **All registrations must be done online. The deadline for no additional costs is April 5, 2024, so don't miss it!**
  - Click on “Registering myself”
  - Fill in requested information about yourself and select your lodge name from the drop down.
  - Choose your title for the 2024-2025 year from the drop-down menu. If you have more than one title, be sure to select it also. You will see all of them listed in the box.
  - The VIP Banquet, and other lunches/dinners, are by invitation only. Depending on which titles you chose, different drop-down menus will come up for those eligible for dinners/events. If the box to register for it isn't available, you aren't eligible to attend. If you think you should be eligible to attend an event, make sure you have selected all of your current and past titles in the drop down menu.
    - Only one spouse can register for their spouse member's meal choice (even though they are each registering separately if both spouses are members).
  - **The registration fee is \$45 per member if registered before April 5, \$70 per member after that date. Out-of-state guests and non-member spouses do not pay registration fees.**
3. Once your registration form has been completed, click on “Please invoice me for my registration fees and meals.” Hit “Submit.”
4. Once verified, you will get a PDF copy of your registration. This will serve as confirmation of your registration.
  - In addition to the PDF copy of your registration, you will soon receive an email from [info@oregonelks.org](mailto:info@oregonelks.org) via Smartsheet <[automation@app.smartsheet.com](mailto:automation@app.smartsheet.com)> confirming your registration and containing a link to submit payment for your registration. Be sure to check Junk or Spam folder if it doesn't show up in your regular Inbox. Your invoice will also include a PDF attachment of your registration confirmation. Registration can be paid either by credit/debit card or electronic check.
5. Request for refunds for registration fees must be made in writing to: OSEA State Office, 6950 SW Hampton St. Ste 232, Portland, OR 97223, within **thirty (30) days** of the convention end. Meal costs will not be returned.

## OREGON STATE ELKS SUMMER CONVENTION APRIL 25 ~ APRIL 27, 2024

**LOCATION: Seaside Civic and Convention Center**  
415 First St., Seaside, OR 97138

**Seaside Elks Lodge #1748**  
324 Avenue “A”, Seaside, OR 97138

**Need Help? Contact OSEA Convention Registry Team at**  
[info@oregonelks.org](mailto:info@oregonelks.org) or State Secretary

