

# Instructions for Online Vendor Registration Process

This process must be completed in order to be approved as a Vendor for Ninth District Meetings. All registrations are subject to further inquiries by and the final approval of the Ninth District Council, Ninth District of Omega Psi Phi Fraternity, Inc.

1. In web browser, navigate to <http://mightyninth.com> or paste the url into the browser window. Locate and click on the link **‘Register to be an Approved Vendor’**.

The screenshot shows the website for the 80th Ninth District Meeting. The header includes the Omega Psi Phi Fraternity, Inc. logo and navigation links. The main content area features a large graphic for the 80th meeting in Little Rock, AR, with dates April 12-15, 2017, and a list of host chapters. A 'More Info' button is visible. Below this, a yellow banner contains a list of links for registration and sponsorship, with 'Register to be an Approved Vendor!' highlighted in a red box. To the right, there are two event posters: 'Mardi Gras Gala' and 'Health & Wellness Fair'.

**80th Ninth District Meeting**  
April 12 - 15, 2017  
Little Rock, AR  
Little Rock Marriott Hotel  
3 Statehouse Plaza  
Little Rock, AR 72201

Hosted by Arkansas Coalition Chapters  
Pi Sigma - Pi Omicron - Xi Beta - Beta Delta - Alpha Zeta - Pi Kappa - Xi Rho - Delta Kappa Kappa  
Omicron Lambda Lambda - Alpha Delta Theta - Alpha Delta Pi - Phi Mu Mu

[More Info](#)

**80th Ninth District Meeting**  
Late Registration Period  
\$190 Graduate  
\$165 Undergraduate  
[View Meeting Agenda](#)  
[Register for Marchdown and Sporting Events!](#)  
[Purchase an Ad in Souvenir Booklet!](#)  
**[Register to be an Approved Vendor!](#)**  
[Become an Event Sponsor!](#)

[View The DR's Blog](#)

**Events Around The Ninth District**

**Mardi Gras Gala**  
SATURDAY-MARCH 11, 2017  
7:00 PM - 11:00 PM  
Dinner 7:00 PM - 8:00 PM  
AUCTION TRASH SHOWING - 8:30PM  
FASHION SHOW - 9:00 PM - 10:00 PM  
Mardi Gras Gala hosted by Theta Alpha Foundation - 03/11/17

**HEALTH & WELLNESS FAIR**  
THURSDAY APRIL 13TH  
9AM - 2PM  
FREE & OPEN TO THE PUBLIC  
Health and Wellness Fair hosted by Arkansas Coalition - 04/13/17

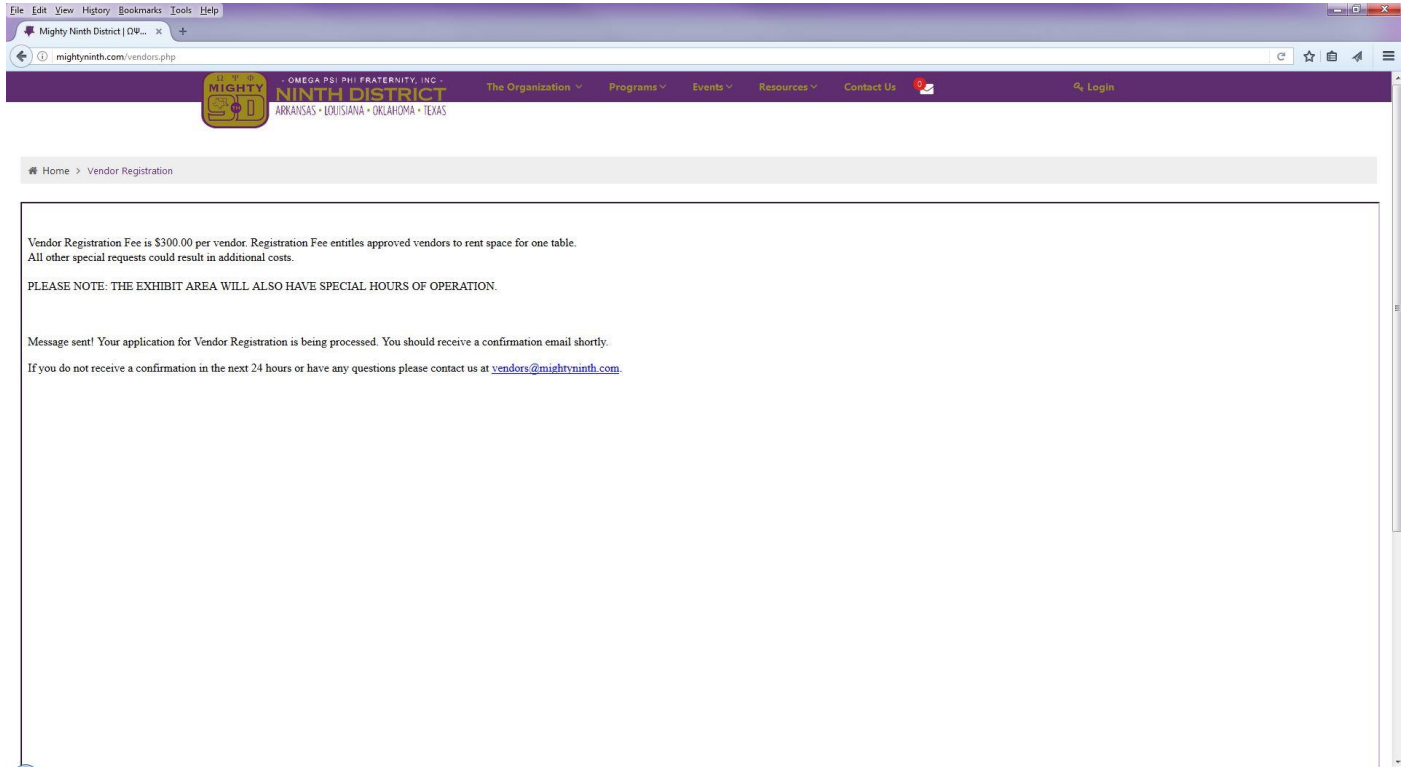
2. Complete the registration form in its entirety and click the **Submit** button. Required fields are denoted by **\*\***.

The screenshot shows a web browser window with the URL `mighty ninth.com/vendors.php`. The page header includes the logo for the Omega Psi Phi Fraternity, Inc. - Ninth District and a navigation menu with links for The Organization, Programs, Events, Resources, Contact Us, and Login. The main content area is titled "Vendor Registration" and contains the following form fields:

- Name \***: First name "Joe" and last name "Vendor".
- Business Name \***: "Vendor Sales".
- IHQ License \***: "OPPF-0000".
- Address \***: Street "3951 Snagfinger Parkway", City "Decatur", State "Georgia", and Zip Code "30035".
- Email \***: "vendor@yahoo.com" (highlighted in yellow).
- Cell Phone**: "404-284-5533".
- Business Phone \***: "404-284-5533".
- Additional Information (Service provided, goods sold ...)**: A large empty text area.

A "Submit" button is located at the bottom of the form.

3. After submission, a confirmation notice will be sent to the email address associated with the registration. Check the email account for this confirmation notice. If a confirmation email is not received within 24 hours, then contact [vendors@mightyninth.com](mailto:vendors@mightyninth.com).



4. Follow the instructions in the confirmation email. The login information is the *email address* associated with the registration and the assigned *vendor id*.

• Application for Vendor Registration Received

**Mighty Ninth** <mighty9th@gmail.com>



Vendor Sales ,

We have received your vendor registration information.

Your Vendor ID is **ee9f89fc**.

Please go to <http://mighty ninth.com/MeetingRegistration/vendors/login.php> to complete your registration for the upcoming District Meeting in Little Rock, AR.

Your login information is:  
Login = vendor@yahoo.com  
Password= ee9f89fc

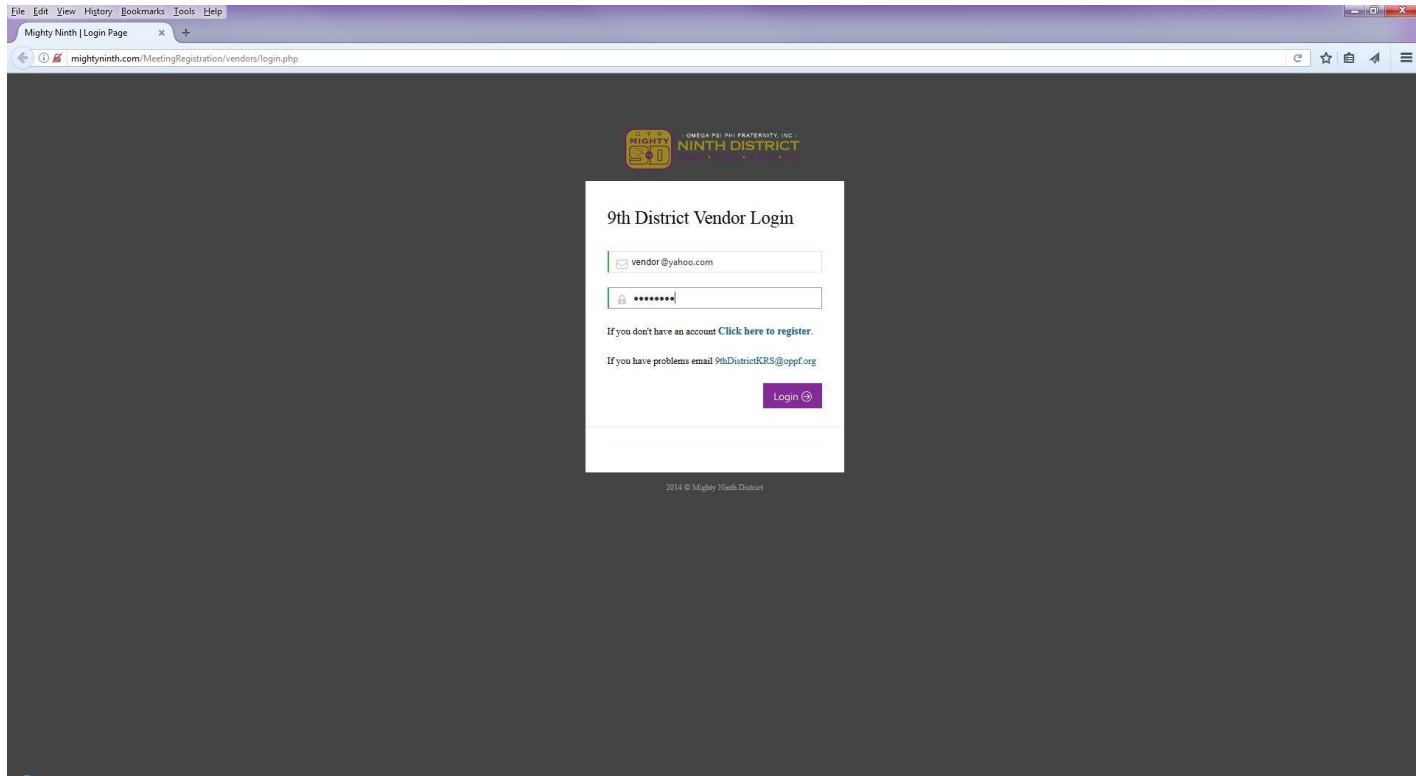
If you have any questions please contact us at [vendors@mightyninth.com](mailto:vendors@mightyninth.com).

Thank you for your interest!

Mighty Ninth District

5. Click on the link in the confirmation email or navigate web browser to <http://mightyninth.com/MeetingRegistration/vendors/login.php>. Enter login credentials as outlined in the confirmation email. Login credentials will be the email address and assigned vendor id. Email address and vendor id are case-sensitive and can contain letters and numbers. It may be prudent to copy-and-paste.

Once credentials are entered, click **‘Login’**.



6. After successful login, please verify your contact information. Please make sure that all required fields are completed properly with the correct information. Click on **‘Verify Contact Information’**.

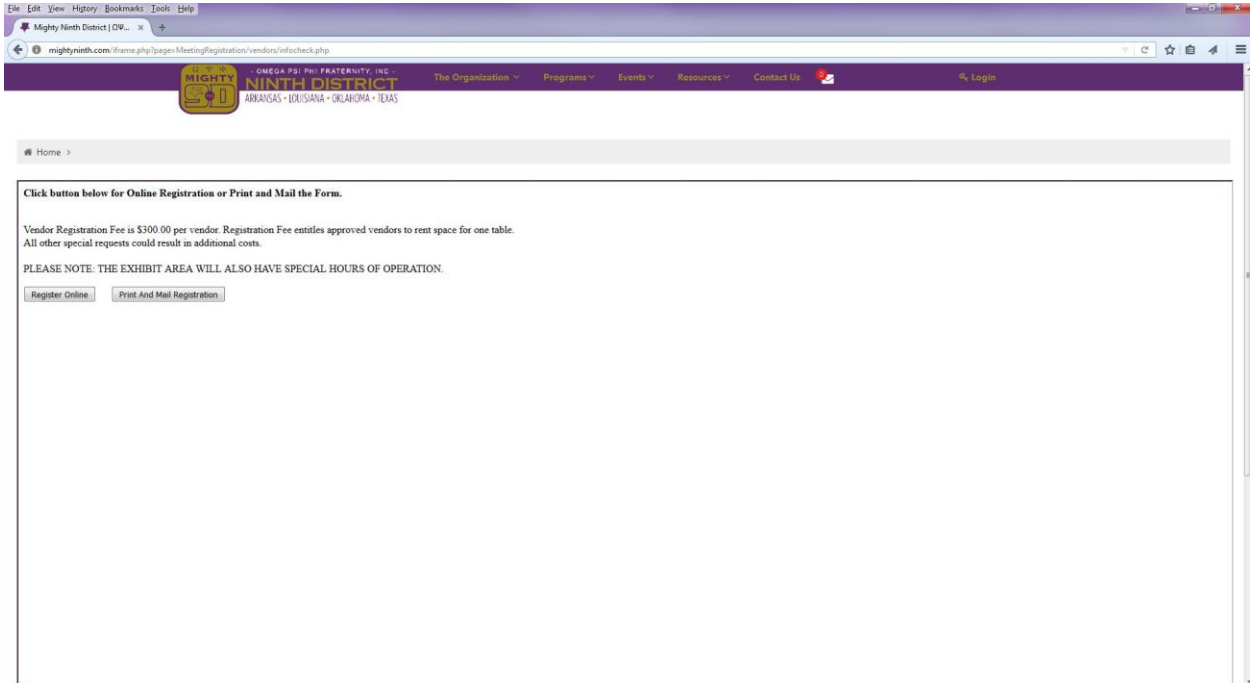
For any login issues, please contact [9thDistrictKRS@oppf.org](mailto:9thDistrictKRS@oppf.org).

The screenshot shows a web browser window with the URL `mightyninth.com/frame.php?page=MeetingRegistration/vendors/infocheck.php`. The page header features the logo for the Omega Psi Phi Fraternity, Inc. - Ninth District, with subtext 'ARKANSAS • LOUISIANA • OKLAHOMA • TEXAS'. Navigation links include 'The Organization', 'Programs', 'Events', 'Resources', 'Contact Us', and 'Login'. Below the header is a breadcrumb trail: 'Home >'. The main content area contains a form with the following fields and values:

- First: Joe
- Last: Vendor
- Business Name: Vendor Sales
- Vendor ID: ee9f89fc
- E-mail: [Empty] \* Required
- Address: 1991 Shapfinger Parkway \* Required
- City: Decatur \* Required
- State: GA \* Required
- Zip: 30035 \* Required
- Cell#: 4042845533 \* Required
- Business Ph#: 4042845533 \* Required

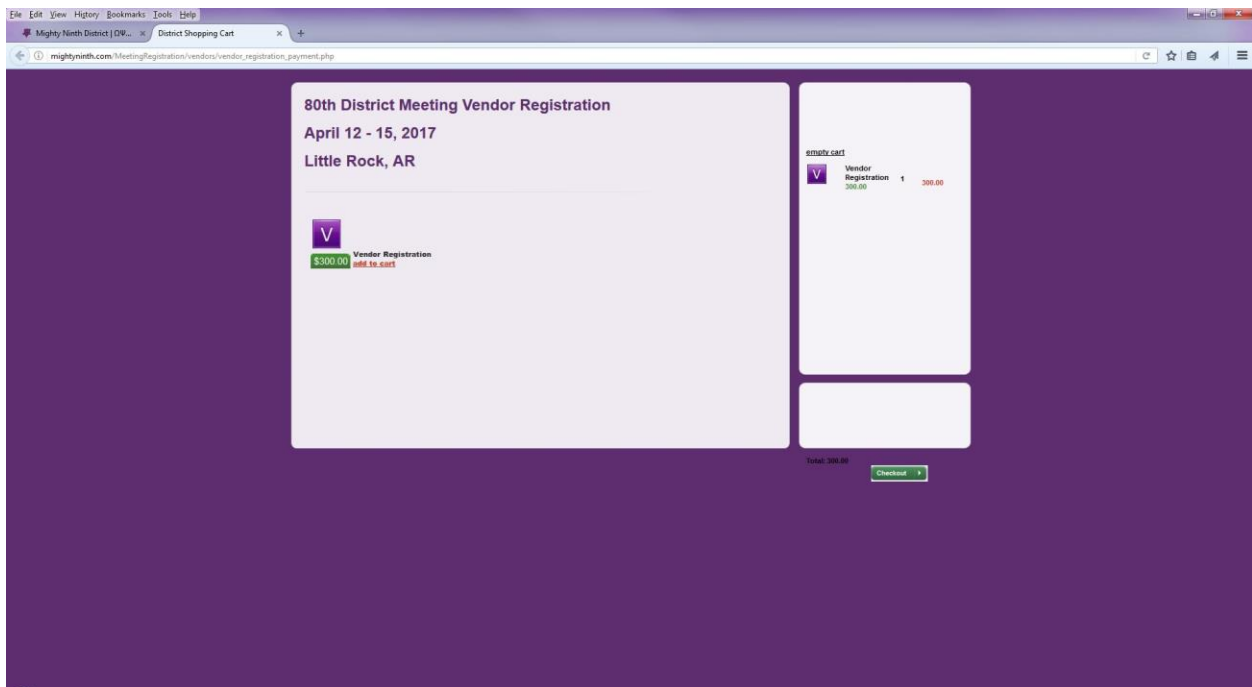
At the bottom of the form is a button labeled 'VERIFY CONTACT INFORMATION'.

7. After contact information has been verified, options will be presented to **‘Register Online’** or **‘Print and Mail Registration Form’**. Please click on the appropriate button.



8. If opting to **‘Register Online’**, the shopping cart page will appear. District Meeting information will be shown at the top of the page and a catalog item for Vendor Registration will be present denoted by the appropriate fee. Click on the **‘add to cart’** link to select Vendor Registration. Click on the **‘checkout’** link to complete your purchase.

The process will be re-directed to the paypal site where method of payment and other options can be entered. Upon completion, a confirmation email will be sent to the email on record with a receipt of the transaction. Users will be re-directed back to the Ninth District’s website.





9. If opting to **‘Print and Mail Registration Form’**, additional special requests may be entered. These requests may incur additional costs. If none, then leave blank. Click on **‘Create Registration Form’**.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** mightyninth.com/frame.php/pages/MeetingRegistration/vendors/infocheck.php
- Navigation Menu:** The Organization, Programs, Events, Resources, Contact Us, Login
- Logo:** MIGHTY NINTH DISTRICT OMEGA Psi Phi FRATERNITY, INC. ARKANSAS • LOUISIANA • OKLAHOMA • TEXAS
- Page Title:** Home
- Section Header:** 80th District Meeting Vendor Registration
- Registration Fee:** 80th District Meeting Vendor Registration : (\$300.00)
- Special Requests Section:** Special Requests (Potential Additional Costs): [Empty text box]
- Action Button:** CREATE REGISTRATION FORM

10. The form will be completed automatically and is now ready to print and mail with payment. Payment must be in the form of Money Order, Certified Check, Cashier's Check, Check drawn from a Business Account, or by Bank Draft. Checks from Personal accounts are not being accepted at this time.

Registrations completed by mail must be postmarked by the deadline noted at the top of the form. Registrations postmarked after this deadline are in danger of not being accepted.

April 12 - 15, 2017  
Little Rock, AR  
Arkansas - Louisiana - Oklahoma - Texas  
Registration Postmark Deadline: Apr 01, 2017

**80th District Meeting Vendor Registration Form**

Name:	Joe Vendor	Business Name:	Vendor Sales	VendorID:	ee99B96
Address:	3951 Snappinger Parkway Decatur, GA 30035	Cell:	4042845533		
IHQ Vendor ID:	OPPF-0000	E-Mail Address:	vendor@yahoo.com		

\*\*\* VENDORS SELLING OMEGA PSI PHI ITEMS MUST BE LICENSED W/THE FRATERNITY \*\*\*

Vendor Registration Fee is \$300.00 per vendor. Registration Fee covers space for one table. All other special requests could result in additional costs. THE EXHIBIT AREA WILL ALSO HAVE SPECIAL HOURS OF OPERATION.

	Item	Cost
1	Vendor Booth Registration for 80th District Meeting in Little Rock, AR	
		Total \$ 300.00
	Additional Info:	

For all questions please contact vendors@mighty9th.com.

**REMITTANCE MUST BE BY MONEY ORDER, CERTIFIED CHECK, CASHIERS CHECK, BUSINESS CHECK OR BANK DRAFT**

Send this Form with Payment to:  
Ninth District, Omega Psi Phi Fraternity  
P.O. Box 919409  
Dallas, TX 75391-9409

For more information regarding special requests, requests for additional tables, or logistics regarding the District Meeting, please contact the District Marshal at [9thDistrictMarshal@oppf.org](mailto:9thDistrictMarshal@oppf.org).

For any questions, concerns, or issues with the registration process or any related functionality, please contact [vendors@mighty9th.com](mailto:vendors@mighty9th.com) or [mighty9th@gmail.com](mailto:mighty9th@gmail.com).

Thanks.

Ninth District of Omega Psi Phi Fraternity, Inc.