

Registration Quick Tips For New Attendees

Below are a few quick tips to help you with the registration process.

1. Create an account

- Complete the requested information to create an account. Everyone will need to create an account to move on to the registration process, whether you are registering as an individual or as a group.
- Additional Contact: You may add an additional contact to your account. This person would receive emails and other information on behalf of your account, but they would not be able to edit any account information.
- Once you create your account, you will move on to the registration process by clicking on the green button at the bottom “Go to the Next Step”.
- If you forget your password, there is an option to reset it by clicking on “Forgot Password”.

2. Register for the conference

- Complete the requested information to register for the conference.
- If registering as a group, please answer yes to the question about group registration. You will also need to add the name of the agency or organization that you are registering with as a group.
- Once you complete all of the registration information, the system will give you the option to register another attendee. You will continue with this process if you are registering additional attendees for your group.
- Please read the cancellation policy and check the box acknowledging that you have read the policy and agree to the statement.
- If you are registering as an individual, you will choose your payment method, and your registration is complete!
- You will receive an email confirming your registration.