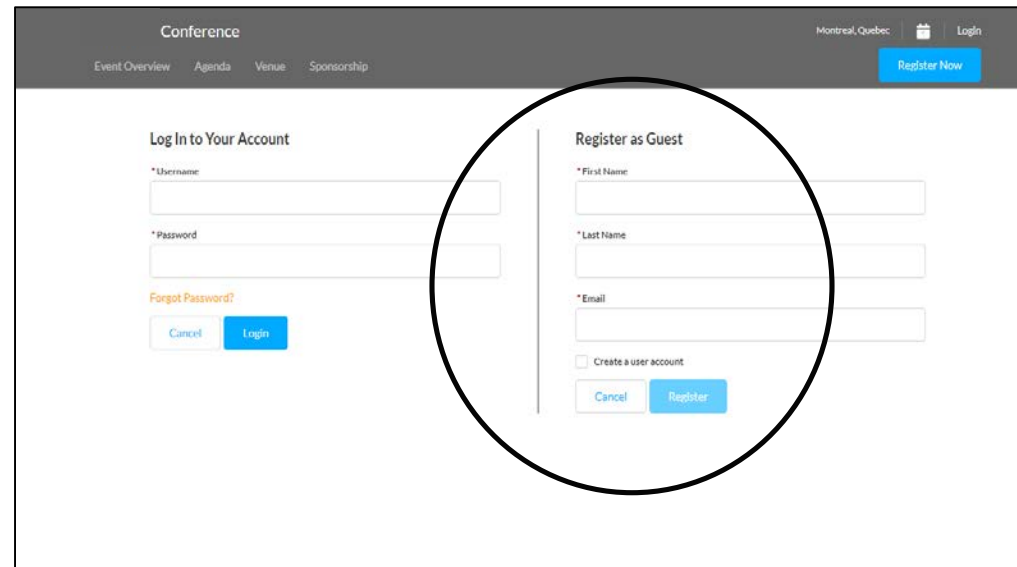
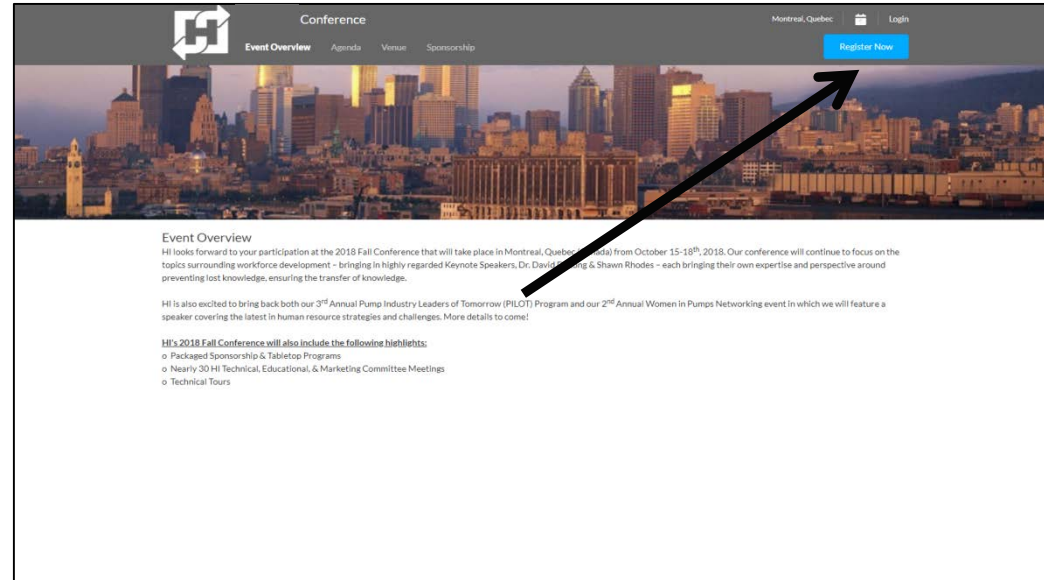


# Registration Step-By-Step Guide

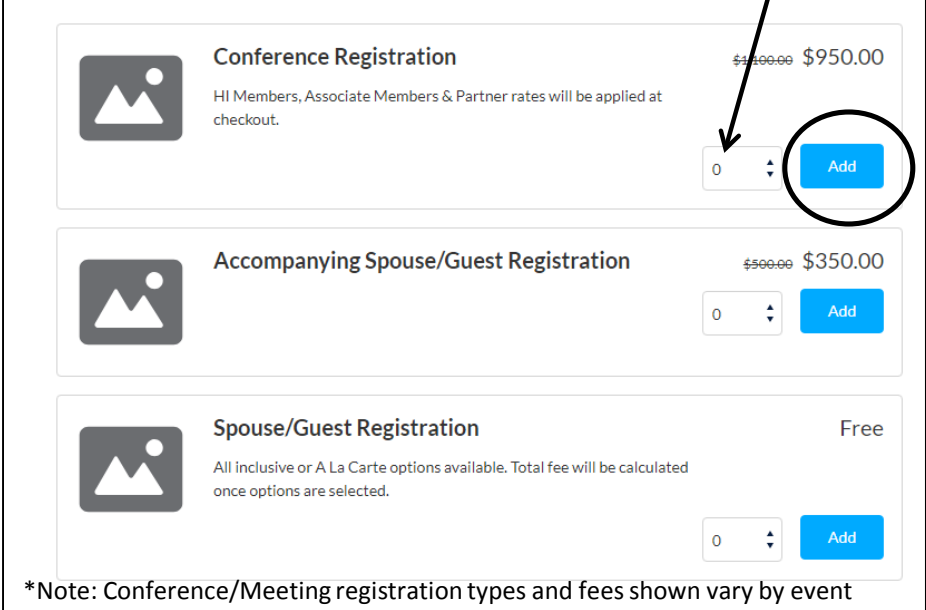
- Upon Clicking the link provided in the Registration Email , you will be taken to an Event Overview page which will reveal the activities & events to come at the conference or meeting.
- When you are ready to register, you will then Click the blue 'Register Now' button on the top right of the page
- You will 'Register as Guest' and put in your information
- Select the 'Create a user account' box as you will need to create an account since this is your first time registering on our NEW Conference Registration System
- You will later be able to sign back in & make any changes if needed after you've registered using the information you have just created






# Registration Step-By-Step Guide

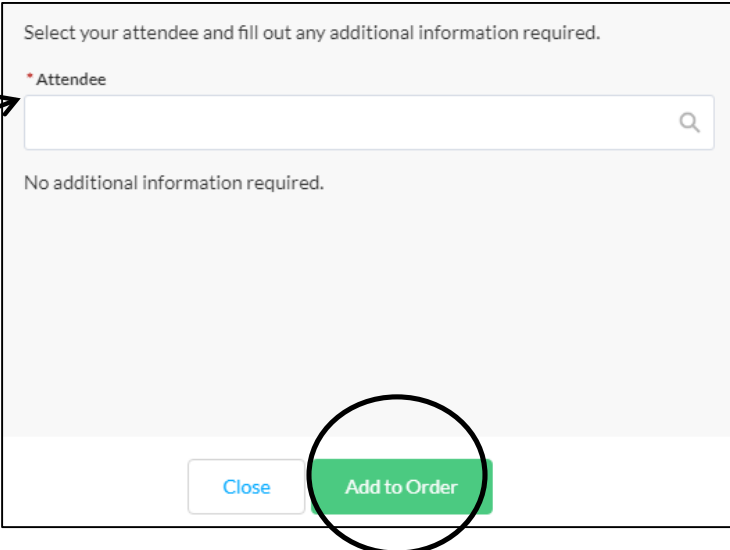
Select  
Quantity

- Select your Ticket Type quantity in the drop-down
- Click Add
- A smaller box will pop up
- Under “Attendee” type in your last name until your full name pops up
- Select your name then Click ‘Add to Order’



	<b>Conference Registration</b> HI Members, Associate Members & Partner rates will be applied at checkout.	<del>\$\$\$</del> \$950.00	0	<b>Add</b>
	<b>Accompanying Spouse/Guest Registration</b>	<del>\$\$\$</del> \$350.00	0	<b>Add</b>
	<b>Spouse/Guest Registration</b> All inclusive or A La Carte options available. Total fee will be calculated once options are selected.	Free	0	<b>Add</b>

\*Note: Conference/Meeting registration types and fees shown vary by event



Select your attendee and fill out any additional information required.

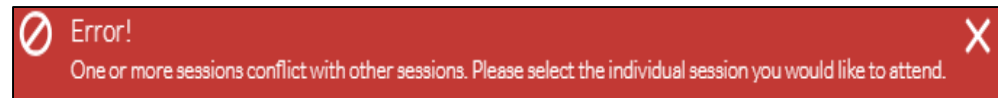
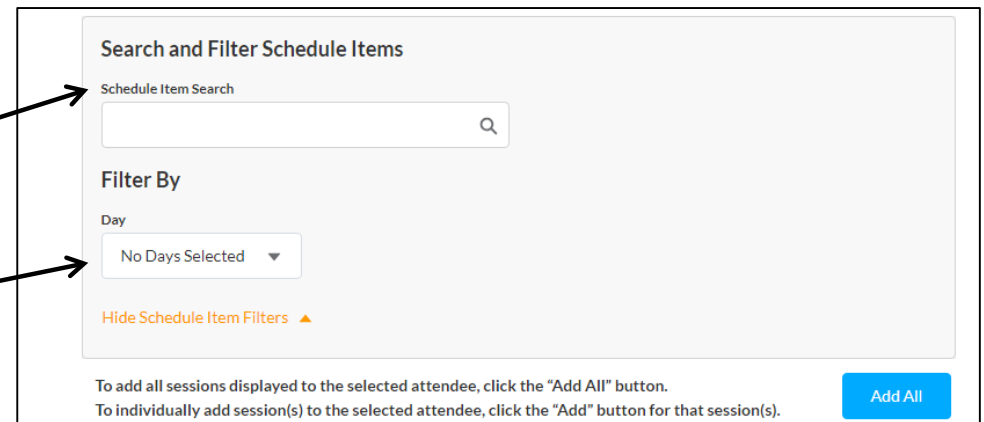
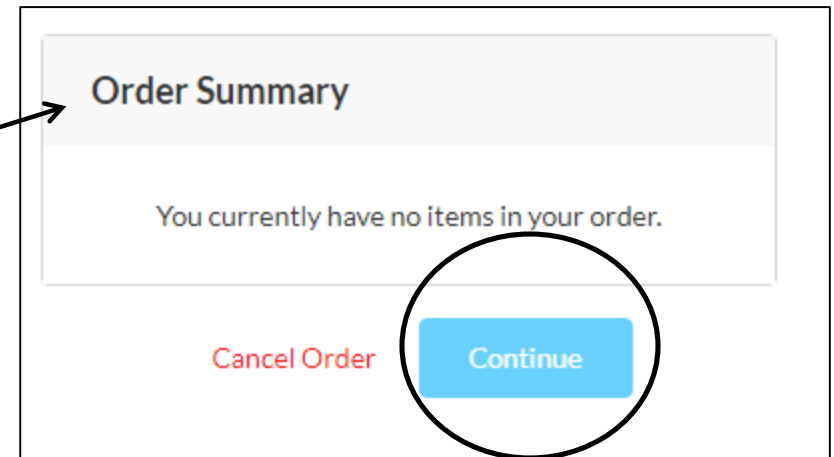
\* Attendee

No additional information required.

**Close** **Add to Order**

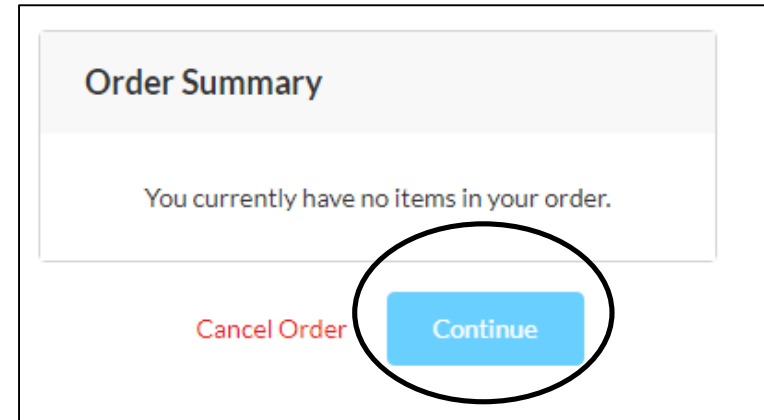
# Registration Step-By-Step Guide

- Your name, ticket type, & price will appear under 'Order Summary'
- If everything looks correct, click 'Continue'
- If the Order Summary is incorrect, hit 'Cancel Order,' which is next to 'Continue' and adjust the ticket type or quantity that was inaccurate
- After all information is correct and 'Continue' is clicked you will be taken to the Agenda Page
- The Agenda page lists all the Sessions included Conference
- You have the option to 'Search' specific items and 'Filter' on the drop-down by Date
- Please click 'Add' on whichever sessions you plan to attend
- This Error message will appear if one or more of the sessions you added conflict with one another, timewise



# Registration Step-By-Step Guide

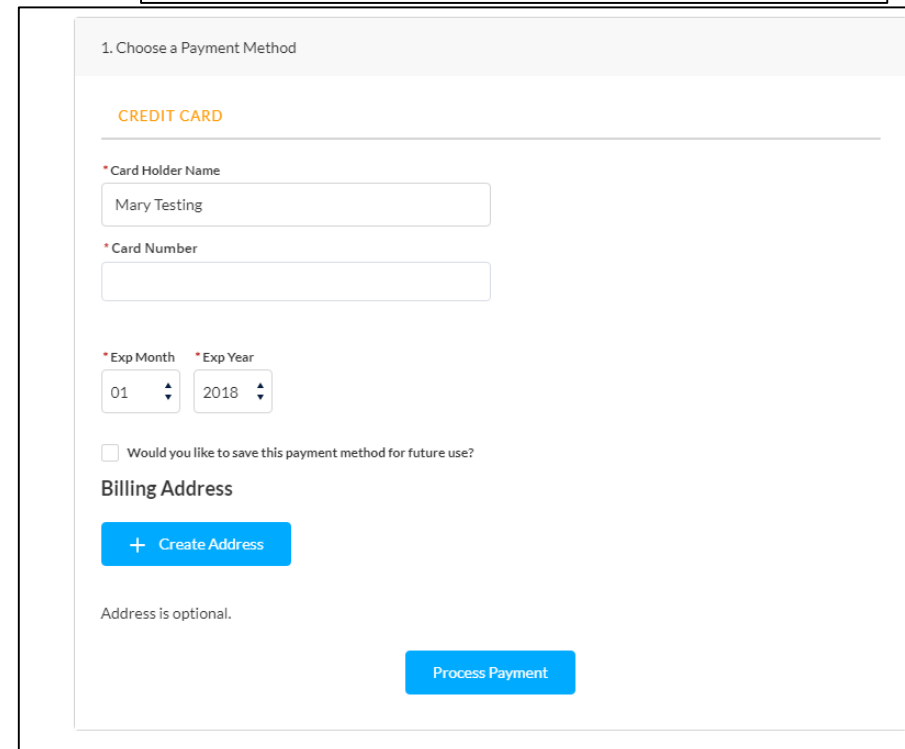
- After you have added the sessions you plan on attending, check your 'Order Summary' to make sure the correct items that you wanted to add are listed
- Once you have confirmed that the items in the 'Order Summary' are correct, Click 'Continue'
- If the items not correct, adjust accordingly and 'Add' or 'Remove' sessions
- After clicking 'Continue,' you will be taken to the Payment page
- On this Payment Page, check your 'Order Summary' again to make sure all the information below is correct
- If the information is correct, choose a payment method and enter your debit/credit card number
- Click 'Create Address' and enter the billing address of the card you are using
- Review your payment information and if everything is correct, Click 'Process Payment'



**Order Summary**

You currently have no items in your order.

Cancel Order **Continue**



1. Choose a Payment Method

**CREDIT CARD**

\* Card Holder Name  
Mary Testing

\* Card Number

\* Exp Month \* Exp Year  
01 2018

Would you like to save this payment method for future use?

**Billing Address**

+ Create Address

Address is optional.

Process Payment

