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 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’

*Note: Conference/Meeting registration types and fees shown vary by event
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
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 are 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’.