

Hydraulic Institute Fall Conference 2018 Registration Step- By- Step Guide

**This User-Friendly Guide Provides a Step- By- Step Process to Register on the NEW
Conference Registration System**

Section I: How to Register Yourself

Section II: How to Register Another Attendee

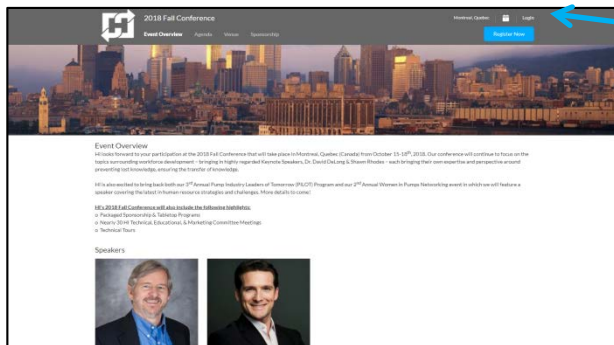
Section III: How to Register Yourself & Another Attendee

**For an Optimal User Experience, please allow images and turn off pop-up blocker if
applicable**

Section I: How to Register Yourself

Step 1: Click the link provided www.pumps.org/18fall, This will take you to an Event Overview page which will reveal the activities & events to come at the 2018 Fall Conference.

- To Begin the registration process , click 'Login' at the top right corner of the Event Overview page.



Login

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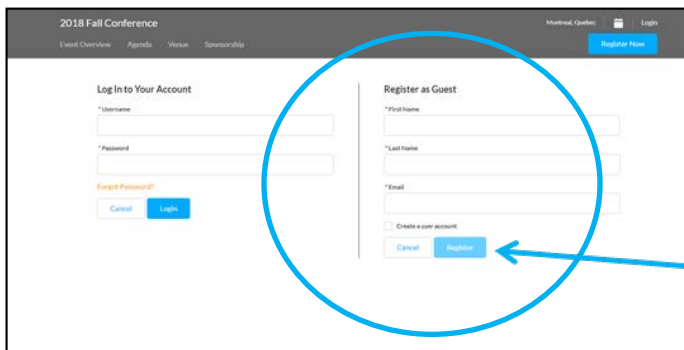
WHAT'S NEXT?

Step 2: *'Register as Guest'* and type in your information.

- Select the *'Create A User Account'* box as it is necessary to create a new account as this is your first time registering on our NEW Conference Registration System.

Please create a password of at least 8 character that includes the following: 1 uppercase letter, 1 lowercase letter, a number, and a symbol

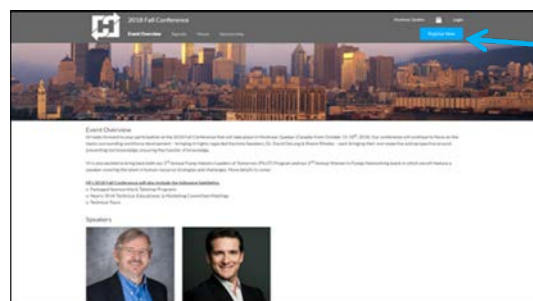
- Click *'Register,'* at the bottom of the page as this will redirect you back to the Event Overview Page.



The screenshot shows the '2018 Fall Conference' registration page. On the left, there is a 'Log In to Your Account' section with fields for 'Username' and 'Password', and a 'Forgot Password?' link. On the right, there is a 'Register as Guest' section with fields for 'First Name', 'Last Name', and 'Email'. Below these fields are two radio buttons: 'Create a user account' (selected) and 'Register as Guest'. A blue circle highlights the 'Register as Guest' section, and a blue arrow points to the 'Register' button.

Register

Step 3: You are now ready to register! Click the blue *'Register Now'* button at the top of the page.

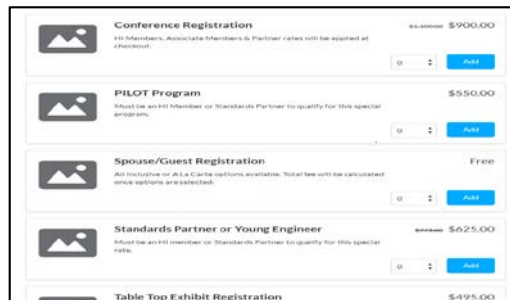


Register Now

HI Fall Conference 2018 Registration Step-By-Step

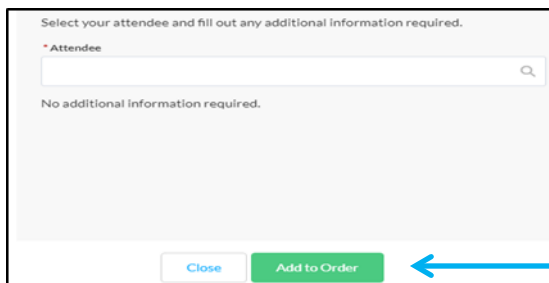
WHAT'S NEXT?

Step 4: Select your Ticket Type Quantity in its respective drop-down and click the blue 'Add' button.



Ticket Type	Price
Conference Registration <small>10 Members, Associate Members & Partner rates will be applied at checkout.</small>	\$900.00
PILOT Program <small>Must be an HI Member or Standards Partner to qualify for this special program.</small>	\$550.00
Spouse/Guest Registration <small>All inclusive or All & Care options available. Total fee will be calculated once options are selected.</small>	Free
Standards Partner or Young Engineer <small>Must be an HI member or Standards Partner to qualify for this special rate.</small>	\$625.00
Table Top Exhibit Registration	\$495.00

Step 5: Under **Attendee* type in your last name until your full name pops-up, then select your name and click the green 'Add to Order' button.



Select your attendee and fill out any additional information required.

*Attendee

No additional information required.

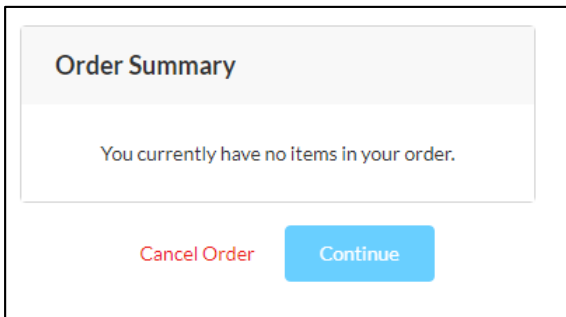
Close Add to Order

← Add to Order

HI Fall Conference 2018 Registration Step-By-Step

WHAT'S NEXT?

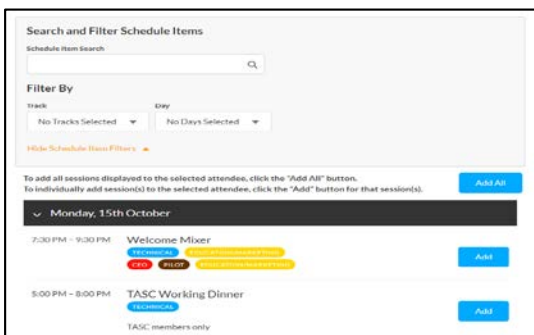
Step 6: If all information in the Order Summary is correct, click the blue *'Continue'* button.



The screenshot shows a white box with a grey header titled "Order Summary". Below the header, the text reads "You currently have no items in your order." At the bottom of the box, there are two buttons: a red "Cancel Order" button and a blue "Continue" button.

Step 7: Click the blue *'Add'* button on the sessions you plan to attend.

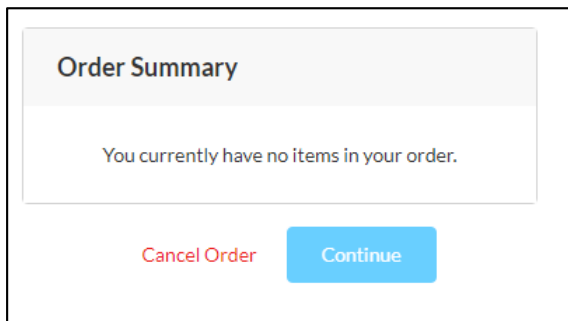
○ **Please Note:** there is a *'Schedule Item Search'* option, and an option to filter by *'Track'* and/or *'Day.'*



The screenshot shows a "Search and Filter Schedule Items" interface. It includes a "Schedule Item Search" input field with a magnifying glass icon. Below this is a "Filter By" section with "Track" and "Day" dropdown menus, both currently set to "No Tracks Selected" and "No Days Selected" respectively. A link "Hide Schedule Item Filters" is visible. Below the filters, there is a section for "Monday, 15th October" with a downward arrow. Two sessions are listed: "2:30 PM - 9:30 PM Welcome Mixer" with "Technical", "CEC", and "HILDP" tags, and "5:00 PM - 8:00 PM TASC Working Dinner" with a "Technical" tag. Each session has a blue "Add" button. A note at the bottom states "TASC members only".

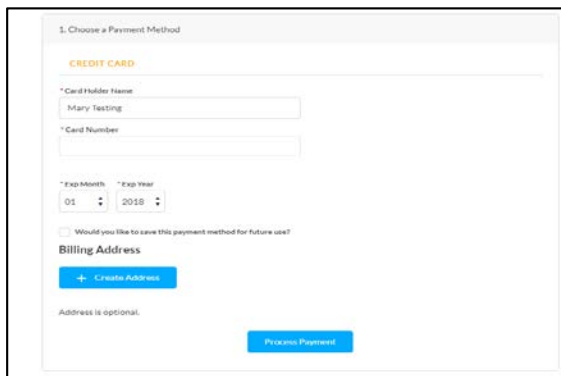
Step 8: If information listed under 'Order Summary' is correct, click the blue 'Continue' button.

- **Please Note:** If the items are not correct, 'Add' or 'Remove' sessions accordingly.



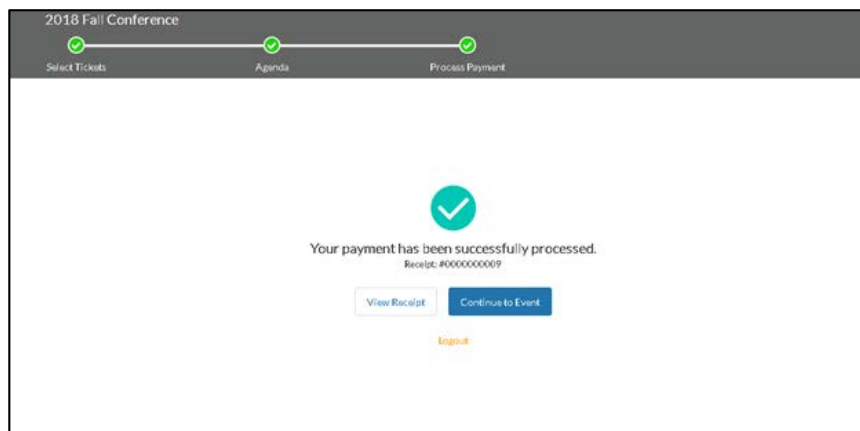
Step 9: Under 'Choose a Payment Method', enter your 'Card Number,' the 'Exp Month,' and 'Exp Year,'

- Enter a 'New Address' under Billing Address.
- Review the Payment Information and click the blue 'Process Payment' button at the bottom of the page.



Step 10: You are now one step closer to Montreal! Click '*View Receipt*' and print for your own records.

- You will receive a brief confirmation email shortly after the payment is processed.



Please Note: Re-Login is permitted at any time with the new account that has been created to review the schedule and/or make any necessary changes.

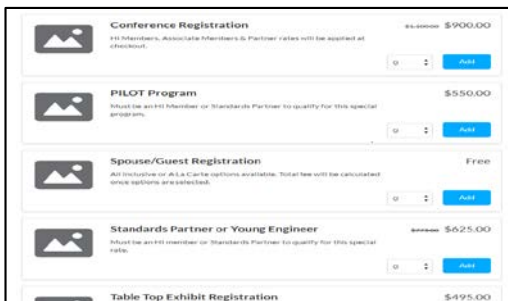
- Registration information can be accessed through the '*Manage Registration*' button, which will appear at the top right corner of the Event Overview Page once you have a confirmed login.






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Arrival in Montreal!***

Section II: How to Register Another Attendee

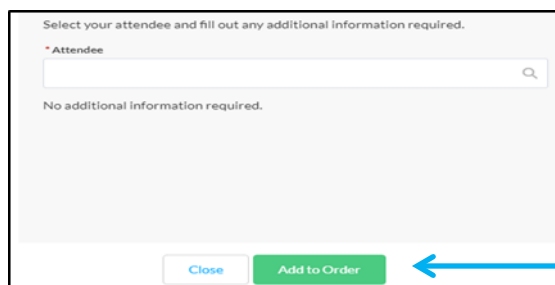
Follow Steps 1-3 Provided in Section I.

Step 4: Select the Attendee's Ticket Type Quantity in its respective drop-down and click the blue 'Add' button.



 Conference Registration <small>HI Members, Associate Members & Partner rates will be applied at checkout.</small>	\$900.00
<input type="text" value="0"/> <input type="text" value="2"/> Add	
 PILOT Program <small>Must be an HI Member or Standards Partner to qualify for this special program.</small>	\$550.00
<input type="text" value="0"/> <input type="text" value="2"/> Add	
 Spouse/Guest Registration <small>All Institute or A.L.A. Card options available. Total fee will be calculated once options are selected.</small>	Free
<input type="text" value="0"/> <input type="text" value="2"/> Add	
 Standards Partner or Young Engineer <small>Must be an HI member or Standards Partner to qualify for this special rate.</small>	\$625.00
<input type="text" value="0"/> <input type="text" value="2"/> Add	
 Table Top Exhibit Registration	\$495.00

Step 5: Under *'*Attendee'* type in the attendee's last name until the full name pops-up, then select the name and click the green *'Add to Order'* button.



Select your attendee and fill out any additional information required.

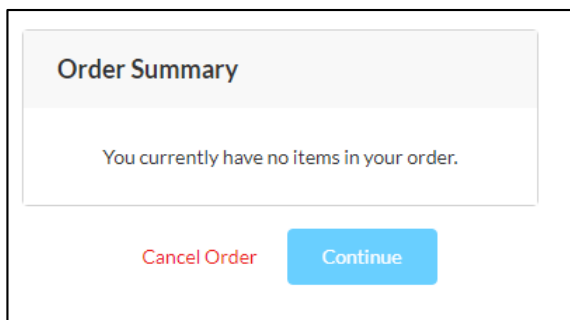
*Attendee

No additional information required.

Close Add to Order

← Add to Order

Step 6: If all information in the Order Summary is correct, click the blue *'Continue'* button.



Order Summary

You currently have no items in your order.

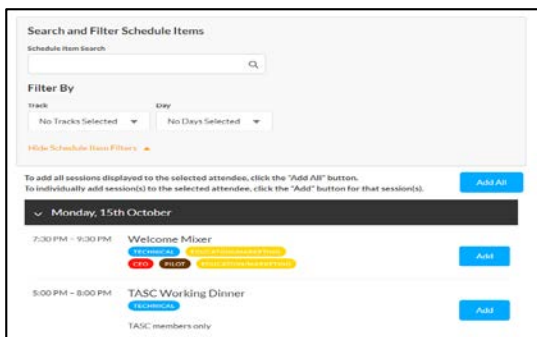
Cancel Order Continue

HI Fall Conference 2018 Registration Step-By-Step

WHAT'S NEXT?

Step 7: Click the blue 'Add' button on the sessions the attendee plans to attend.

- **Please Note:** there is a 'Schedule Item Search' option, and an option to filter by 'Track' and/or 'Day.'



Search and Filter Schedule Items

Schedule Item Search

Filter By

track: No Tracks Selected

day: No Days Selected

Hide Schedule Item Filters

To add all sessions displayed to the selected attendee, click the "Add All" button.
To individually add session(s) to the selected attendee, click the "Add" button for that session(s).

Monday, 15th October

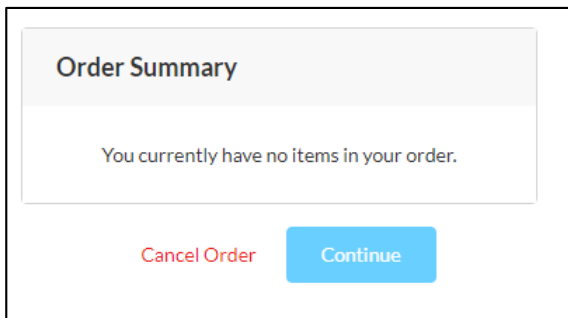
7:30 PM - 9:30 PM: Welcome Mixer (Add)

8:00 PM - 8:00 PM: TASC Working Dinner (Add)

TASC members only

Step 8: If information listed under 'Order Summary' is correct, click the blue 'Continue' button.

- **Please Note:** If the items are not correct, 'Add' or 'Remove' sessions accordingly.



Order Summary

You currently have no items in your order.

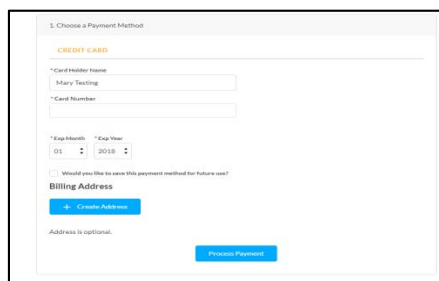
Cancel Order Continue

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WHAT'S NEXT?

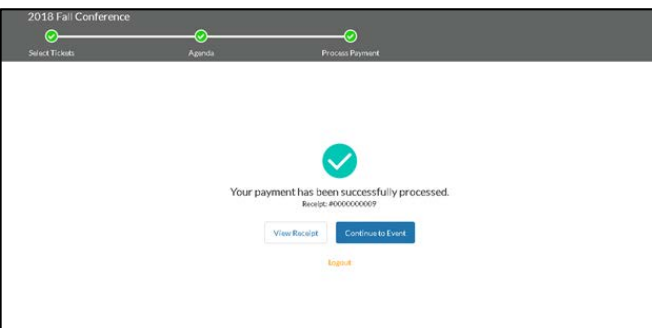
Step 9: Under 'Choose a Payment Method', enter the attendee's 'Card Number,' the 'Exp Month,' and 'Exp Year,'

- Enter a 'New Address' under Billing Address.
- Review the Payment Information and click the blue 'Process Payment' button at the bottom of the page.



Step 10: Click 'View Receipt' and print for the attendee's records.

- You will receive a brief confirmation email shortly after the payment is processed.



Please Note: Re-Login is permitted at any time with the new account that has been created to review the schedule and/or make any necessary changes.

- Registration information can be accessed through the '*Manage Registration*' button, which will appear at the top right corner of the Event Overview Page once you have a confirmed login.

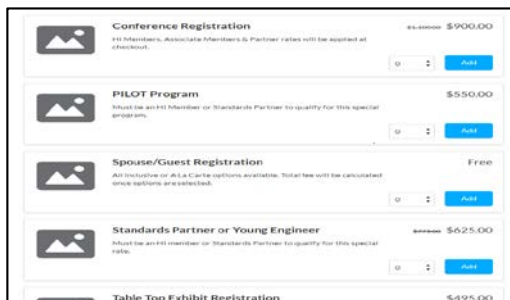
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Section III: How to Register Yourself & Another Attendee

** Please Note: There is only one transaction permitted at the end of the registration process – only one card may be used for payment*

Follow Steps 1-3 Provided in Section I.

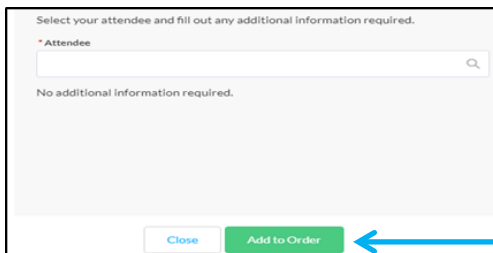
Step 4: Select your Ticket Type Quantity & click the blue 'Add' button



The screenshot shows a registration selection interface with the following items:

Registration Type	Price
Conference Registration <small>HI Members, Associate Members & Partner rates will be applied at checkout.</small>	\$900.00
PILOT Program <small>Must be an HI Member or Standards Partner to qualify for this special program.</small>	\$550.00
Spouse/Guest Registration <small>All Inclusive or A.I.A. Car fee options available. Total fee will be calculated once options are selected.</small>	Free
Standards Partner or Young Engineer <small>Must be an HI member or Standards Partner to qualify for this special rate.</small>	\$625.00
Table Top Exhibit Registration	\$495.00

Please Note: After you have clicked 'Add,' this screen will pop up. Under **Attendee* type in your last name until the full name pops-up, then select the name and click the green *'Add to Order'* button.

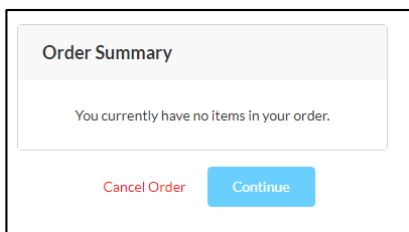


The screenshot shows a form titled "Select your attendee and fill out any additional information required." It includes a search field labeled "*Attendee" with a magnifying glass icon. Below the search field, it says "No additional information required." At the bottom of the form, there are two buttons: "Close" and "Add to Order".

Add to Order ←

Repeat Step 4 for the other Attendee as well.

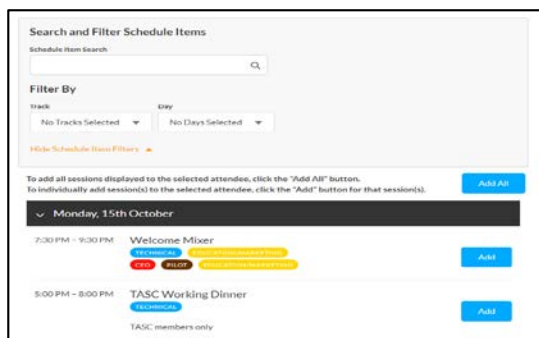
Step 5: If all information in the Order Summary is correct, click the blue *'Continue'* button.



Step 6: Under *'Search and Filter Schedule Items,'* below the Attendees drop-down choose the attendee you plan on adding events to first – whether it be yourself or the other attendee in which you are registering

- Click the blue *'Add'* button on the sessions the first selected attendee plans to attend.

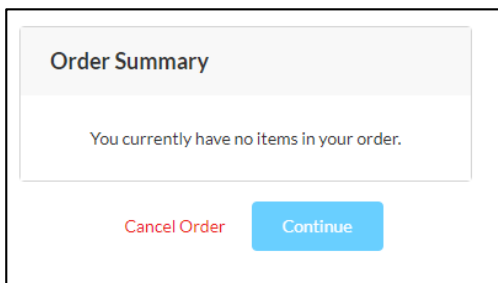
Please Note: there is a *'Schedule Item Search'* option, and an option to filter by *'Track'* and/or *'Day.'*



Repeat Step 6 for the second selected Attendee as well.

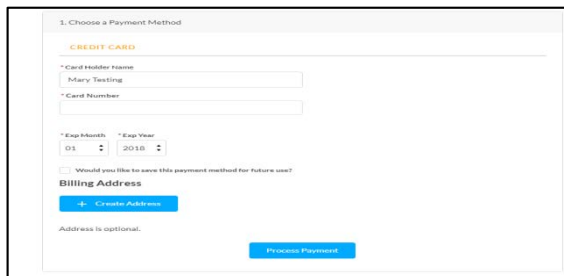
Step 8: If information listed under 'Order Summary' is correct, click the blue '*Continue*' button.

- **Please Note:** If the items are not correct, '*Add*' or '*Remove*' sessions accordingly.



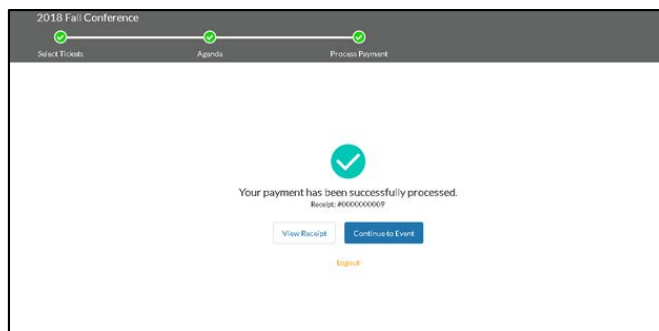
Step 9: Under 'Choose a Payment Method', enter a '*Card Number*,' the '*Exp Month*,' and '*Exp Year*,'

- Enter a '*New Address*' under Billing Address.
- Review the Payment Information and click the blue '*Process Payment*' button at the bottom of the page.



Step 10: Click *'View Receipt'* and print for the attendee's records.

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