

Registration: How to Add Activities & Events

1. Confirm your registration is paid and you have [Attendee Service Center](#) (ASC) login information.
 - a. This information is available in your registration confirmation email. Images below illustrate login info and paid balance from a registration confirmation email
 - b. Basic Training Badges **can** log in to the ASC, but **cannot** add guests or optional activities, meals, or events

2. Visit the Attendee Service Center

Visit the [Attendee Service Center](#) (ASC) to preview the exhibition hall floor plan and exhibiting vendors prior to arriving at the conference. You can also view the Attendee Directory to see who else is attending. The ASC can also help you register guests and youth; see additional information below. Other features of the ASC include: downloading a copy of your registration invoice and downloading training session records (available post conference).

Attendee Service Center (ASC)

Login: [REDACTED]
 Password: [REDACTED]

You're registered for:

Sales Date	Description	Unit Price	Qty	Gross Amount
01/10/18	*Conference Badge - FBINAA Member	\$375.00	1	\$375.00
01/10/18	*Welcome Event - Included Saturday, July 21, 5:00 PM - 7:30 PM	\$0.00	1	\$0.00
01/10/18	*Lunch Ticket #1 Sunday, July 22, 12:00 PM - 1:00 PM	\$0.00	1	\$0.00
01/10/18	*Lunch Ticket #2 Monday, July 23, 12:00 PM - 1:00 PM	\$0.00	1	\$0.00
01/10/18	*Lunch Ticket #3 Tuesday, July 24, 12:00 PM - 1:00 PM	\$0.00	1	\$0.00
Total Sales				\$375.00
01/10/18	Payment By VISA			(\$375.00)
Balance Due				\$0.00

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2. Once you are logged in, click **Registration Edit** menu.
 - a. Then click **Edit** next to your name; see orange circle in the image below

In This Section

- Attendee Service Center
- Welcome To The Attendee Service Center
- Registration Edit**
- Individual Payment
- Group Payment
- Group Management
- Attendee Directory
- Documents
- Logout

Registration Edit

For Conference Badges Only:

To add a Family Badge click the **Edit** link below to make changes to your registration. Click **Continue** at the bottom of the first page. On the second page, look for the **Family Badge checkboxes** to indicate how many guests you are bringing. Click **Continue** on the bottom of each page until you submit payment with the **Complete Registration** button.

For Conference and Basic Training Badges:

Please note, if you make any changes to the form they will not be saved unless you click all the way through the form and click **Complete Registration** on the final page.

#	Create Date	Attendee Name	Edit	Confirmation
1		TestFirst12 TestLast12	Edit	

Questions? Contact registration services at conference@fbinaa.org or (800) 941-8840.

3. Click **Continue** at the bottom of the first page; see orange circle in the image below
 - a. The first page contains the primary attendee's information. Most of this information cannot be changed except the survey questions.

How did you hear about this event? **REQUIRED**

- Conference website
- Email
- Colleague
- My agency/department
- Other

Questions, comments, accessibility or special service requests? Contact the Conference Helpline at conference@fbinaa.org or (800) 941-8840.

Need Information? Visit the conference website here <http://fbinaa2018.com>

Continue

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4. On the second page of the form, you may skip.
 - a. If you are adding any Guest view our “Step by Step instructions on how to Add a guest.”
 - b. The image below shows an example of an individual who has a guest ALREADY Registered.

Registration Fees		
Please Select From the Appropriate Registration Fee(s) from Below:		
Family Badges can be added through the Attendee Service Center (ASC) after your registration is submitted, approved, and paid.		
	CONFERENCE BADGE	REGULAR PRICE: (APRIL 16+)
<input checked="" type="checkbox"/>	Conference Badge - FBINAA Member Includes: * Conference Memento - Attendee * Welcome Event * Lunch #1, 2, & 3	\$575.00
	FAMILY BADGE	PRICE
<input checked="" type="checkbox"/>	Family Registration Includes: * Conference Memento - Guest * Welcome Event	
	FAMILY BADGE	REGULAR PRICE: (AFTER APRIL 15)
<input checked="" type="checkbox"/>	Family Badge 1	
<input type="checkbox"/>	Family Badge 2	

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5. The next page will be titled **Primary Attendee Add-ons**.
 - a. Here you can check the box on all the activities the Primary attendee would like to attend. You may already see some activities selected. This is only for the primary attendee. Tickets are not transferable.
 - b. If you would like to remove any activity you may do so at this time. If it is greyed out and unable to deselect. Email us at conference@fbinaa.org.

Primary Attendee Add-ons		
Please Select From the Appropriate Registration Fee(s) from Below:		
Below are additional tickets available to the primary registrant. Tickets are non-transferable.		
You will be able to add tickets for your guests when you add Family Badges in the Attendee Service Center (ASC), as applicable.		
	EVENTS	PRICE
<input type="checkbox"/>	5k Fun Run/Walk Thursday, July 8, 6:00 AM – 7:30 AM	\$30.00
<input type="checkbox"/>	Golf Tournament Wednesday, July 7 6:30 AM - 1:30 PM	\$125.00
<input type="checkbox"/>	YLP Meet-up Wednesday, July 7 2:00 PM - 4:00 PM Open to YLP Graduates Invite-Only	
<input type="checkbox"/>	Shooting Competition Thursday, July 8 10:15 AM - 3:30 PM	\$40.00
<input type="checkbox"/>	YLP Breakfast Friday, July 9 8:00 AM - 9:30 AM Open to YLP Graduates Invite-Only	
<input type="checkbox"/>	FBINAA Night at Sea World - Member Friday, July 9 6:00 PM - 10:00 PM Open to Conference Badge and Family Badge	\$50.00
	Women Graduates Event	

6. If you do not have a guest continue through till you reach the payment page and skip to **step 8**.
 - a. If you do have Guests currently registered, please follow **step 7**.

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7. The next page will be titled **Family Badge Registration**
 - a. You will see your guest information written below.
 - b. Scroll down and check the box on all the activities and events you would like your guest to attend. The same way you have done it for yourself.

Family Badge Registration + Add-ons

Please Enter Guest's Information Below

If no email address is available for your guest/youth, please enter your own email address to continue.

First Name

Last Name

City

State

First Name if different than above/Nickname (to appear on badge)

Email Address

Country

Cell Phone

	FAMILY BADGE	REGULAR PRICE: (AFTER APRIL 15)
<input checked="" type="checkbox"/>	Family Badge Member	\$100.00
	EVENTS	PRICE
<input type="checkbox"/>	5k Fun Run/Walk Thursday, July 8, 6:00 AM – 7:30 AM	\$30.00
<input type="checkbox"/>	Golf Tournament Wednesday, July 7 6:30 AM - 1:30 PM	\$125.00

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8. Click the **Continue** button on the bottom of this page, and each subsequent page until you get to the **Payment** page.
 - a. Input your payment information and click **Complete Registration** to finalize and save your information

If you encounter problems on the payment page, change the **Payment Method** dropdown menu to **Send Invoice**, check the required boxes below, then click **Complete Registration**. This will save your edits in the system; see orange circle below.

- a) You can then call the Conference Helpline at 800-941-8840 to assist with payment


Registration Edit

Payment Collection

If you choose to **Send Invoice** or pay by **Purchase Order** you have the option to add an email address for an alternate contact to whom you would forward your invoice and registration information in order to make your registration payment. This will email both you and the alternate contact your registration confirmation and invoice displaying a balance due.

Amount Due: **\$225.00**

Accepted Credit Cards



Payment Method* **Send Invoice** ▼

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