

## REGISTRATION INSTRUCTIONS:

**Select the event you are registering to attend.**

Please note that if you are attending multiple events (Ed Convo, YALI, or FLC), you can add additional registrations before checking out.

**Select the BLUE "Log in to Register" button** and enter your login credentials.

**NOTE:** If you're unable to locate your record in the Community Hub, you will need to submit an email request to [Logon@iibaba.net](mailto:Logon@iibaba.net) to have an account profile created before continuing with the registration process. This step is also required for on-site registrations.

**Select the appropriate option from "What would you like to do?"**

The option is "Register Myself". **NOTE:** If you'd like to register an additional guest at the time of registration or later, see **"Add additional registrations"** instructions below.

**Select your Registration Type "I will be attending as..."**

**Select the appropriate "Base Registration Check Box"** (this is where your registration fee will be displayed). **NOTE:** This is a crucial step to submit your registration; please don't skip this step.

**Select each session you plan to attend.** Refer to the "More" drop-down menu for additional session details. **NOTE:** Your session selection is a crucial step; please don't skip this step.

**Select Next to proceed.**

**Complete the Name Badge Preferences Form.** **NOTE:** This is a crucial step that will determine how your name badge is printed. Please don't skip this step.

**Answer REQUIRED Event Questions.** Then **Select "Checkout"**.

**Add additional registration** at this point if necessary. Using the BLUE button at the top, you can register an additional attendee by following the same registration steps but selecting **Register a Colleague**.

**NOTE:** If you're unable to register your colleague/guest because they are not listed in the Nimble database, please send the following information to [lisa.johnson-briggs@iibaba.net](mailto:lisa.johnson-briggs@iibaba.net) so they can be added to the database. Please provide Full Name, Casual Name, Company Name of primary registrant, Email Address (*A different email address from the primary registrant is required to complete the registration process*), and Phone Number.

**Once you have finalized your cart, proceed to checkout** using your payment information and apply any applicable discount codes.

**You will receive an email with a receipt for your registration.**