REGISTRATION INSTRUCTIONS

1. **Select the "Register Here" button** above to begin the registration process.

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

3. **Select the BLUE "Log in to Register" button and enter your login credentials.** **NOTE:** If you've forgotten your login credentials or have issues logging in, please click here to reset your password.

   If you do not have a profile account and are logging into the Community Hub for the first time, please email Lisa.Johnson-Briggs@iiaba.net your Full Name, Organization Name, City, State, and Email Address to request that a profile account be set up. You will receive an auto-generated welcome email once your profile account is active. Then you can proceed with the registration process.

   If you plan to register a spouse/guest, email Lisa.Johnson-Briggs@iiaba.net the primary registrant's name, their guest/spouse's Full Name, Organization Name (same as the primary registrant), City, State, and Email Address to request a profile account setup. **NOTE:** The guest/spouse email address must differ from the primary registrant's email address. The guest/spouse will receive an auto-generated welcome email once their profile account is active.

   These steps also apply to on-site registrations.

4. **Select the appropriate option from "What would you like to do?"** Select the option "Register Myself". **NOTE**: If you'd like to register an additional guest at the time of registration or later, see "***Add additional registration***" instructions below.

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

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

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

8. **Select Next to proceed.**

9. **Complete the Name Badge Preferences Form.** **NOTE:** This crucial step determines how your name badge is printed. Incomplete fields will be left blank when your name badge is printed. Please don't skip this step.

10. **Answer REQUIRED Event Questions.** Then Select “Checkout”.

11. **Add an “Additional Registration” here if needed.** Select the BLUE button at the top to register an additional attendee by following the same steps above and selecting “Register a Colleague”. **NOTE:** The email address must differ from the primary registrant email address to complete the on-site registration process.
12. **Once you have finalized your cart, proceed to checkout.**

13. **You will receive an auto-generated email with your registration Order Confirmation.**

14. **Stop by the Registration Desk to pick up your credentials**. **NOTE:** Please check the schedule for the registration location and hours.

BIG i