

REGISTER FOR A FORUM EVENT



On our website forumea.org, go to the webpage of the event you wish to register for.

Click on the button “**REGISTER**”

If you are a Forum Member* click on the “**LOG IN**” button on the top right corner.

Log In

*Forum Member should have their registration page pre-filled and the *member price* appearing for the items to purchase.

1- Registration Contact

This registration screen should reflect your information (person that is submitting the registration – even if you are registering someone else to the event)

The “Registration Contact” should be pre-filled. If not, complete the page with your information and click “next”.

2- Select your item(s)

Select the “Item” or package that you wish to register for (for example: Full conference, Virtual only, workshop and conference etc.)

Indicate the quantity desired by adding the number in front of each item you want to purchase.

If you are only registering for yourself, or for another “single” person: add a “1”

If you wish to register for yourself and/or for several other colleagues of your institution: add the appropriate number.

You will see on the left side menu the number of attendees being added.

Click “next”

Registration Contact

Select Items

Attendees

Attendee #1

Attendee #2

Payment Info

3- Attendees

Fill the information for the / each Attendee.

- The organization should be pre-filled
- Add First Name, Last Name, email and other information
- Fill the Additional Information – Consent to the privacy and refund policy is required for all attendees

**Fill the correct information for EACH ATTENDEE.

Click “next”

4- Payment Option

Enter you coupon code if applicable

Select your payment option on the drop down:

- **Credit card** if you are paying on the spot with your card
- **Bill me later** if you need to forward the invoice to someone else in charge of the payment.

“Submit your registration”

5-Follow up

You will receive a confirmation email and the invoice. Forward the email to the person who can make a payment (link to pay via credit card will be included).

Once registered, you will receive all the future information related to the event.

If you need to modify the registration (change of item, transfer to a colleague), all requests must be emailed at conference@forumea.org