

AFIS Internet 2017 conference Registration

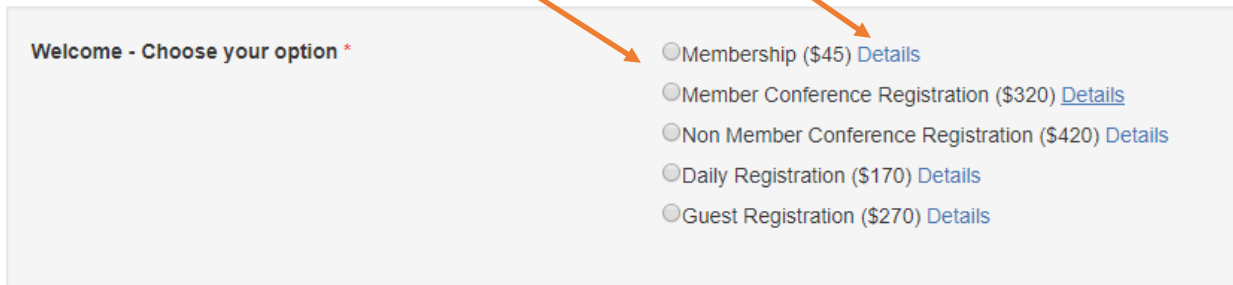
Click on the link to take you to the RegOnline registration page:

<https://www.regonline.com/registration/checkin.aspx?MethodId=0&EventSessionId=6da8db60dc394f4aa385ad43cfd38fd0&EventId=2053970>

RegOnline does not allow you to select multiple items at one time; but you are able to update one and then add another for example first transactions is membership; once complete and not paid you will be able to go back and select the member registration. You may also register other individuals as well.

Click on the type of transaction (registration). Details next to each type will provide information regarding what this specific type of registration includes.

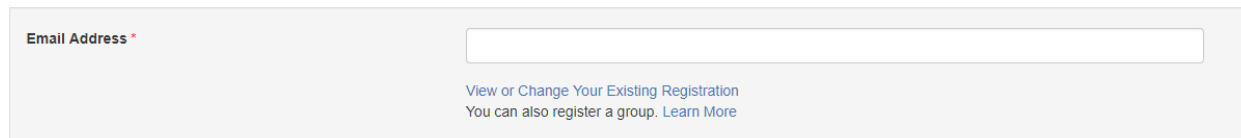
Start Your Registration



Welcome - Choose your option *

- Membership (\$45) [Details](#)
- Member Conference Registration (\$320) [Details](#)
- Non Member Conference Registration (\$420) [Details](#)
- Daily Registration (\$170) [Details](#)
- Guest Registration (\$270) [Details](#)

Input your email address, and click Continue button

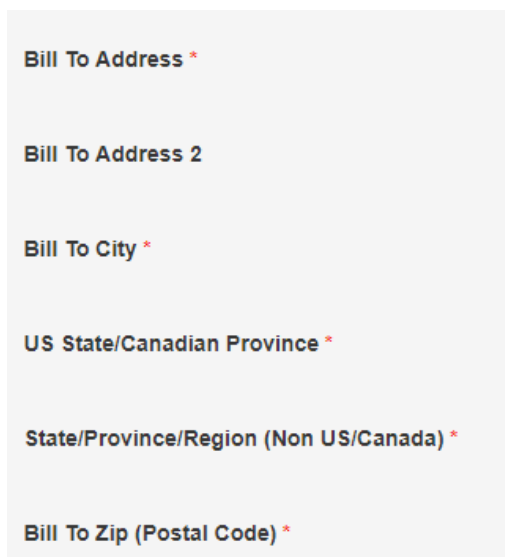


Email Address *

[View or Change Your Existing Registration](#)
You can also register a group. [Learn More](#)

The next page you will build your profile. Enter the data in all fields that have an * next to them as these are required fields.

The following fields are used for credit card processing



- Bill To Address *
- Bill To Address 2
- Bill To City *
- US State/Canadian Province *
- State/Province/Region (Non US/Canada) *
- Bill To Zip (Postal Code) *

If someone else is making the registration for you; the following will need to be complete:

Completing This Form on Behalf of Another Person

If you are completing this form on behalf of another person, enter your name, phone, and email address so that we may contact you if necessary.

Name

Phone

Email

In the next section enter the applicable information and click the continue button

Other Info

Work Mailing Address *

Work Mailing City *

Work Mailing State *

Work Mailing Zip code *

Dietary Restrictions

The next page provides information regarding lodging;

32nd AFIS Internet Conference [\(View Details\)](#)

[Profile](#) **[Lodging](#)** [Checkout](#) [Confirmation](#)

Lodging

Please choose a selection based on your lodging needs:

I need accommodations
 I do not need accommodations

Lodging (Hotel) Preference Hyatt Regency Reston [More Information](#)

Clicking More Information will provide you the link to the Hotel to make your hotel reservation and will open in a new tab so you can access it later after completing your registration.

Hotel Information

General Information
Hyatt Regency Reston
URL: <https://aws.passkey.com/go/AFISInternetConference>

At this page you can go back and change anything or add additional transactions prior to payment

Details

Registrant	Email	Membership/Registration	Actions
▼ First Name Last Name	myemail@yahoo.com	Member Conference Registration	Make Changes
Add Another Person			

The lower section has a drop down to identify how your fees will be paid: The options are Credit Card; Check; Will Call (Cash at conference) or Wire transfer. If Credit Card is selected payment information is collected; should any of the other payments be selected your confirmation email will inform you of the next steps.

Regardless of the payment method click the Finish button; a screen will appear stating your Registration is Complete.

Your registration is complete.

A confirmation email has been sent to myemail@yahoo.com.

Below this you have some actions you can take and scroll down to see your profile information.

The screenshot shows a menu titled 'Actions' with the following items: Mobile Event Guide, Manage Your Registration, Print Your Registration, Documents, Invoice, Map and Directions, Calendar, Add to My Calendar, and Schedule a Reminder. Two callout boxes are present: one pointing to 'Manage Your Registration' with the text 'Go and make changes to registration or print the registration', and another pointing to 'Invoice' with the text 'Create an Invoice for internal processing'.

All Registrations will be reviewed by the Registration Staff for final approval. This may take anywhere from a few hours to a few days, depending on Staff availability. If Staff needs additional info prior to final approval you will be notified via email.