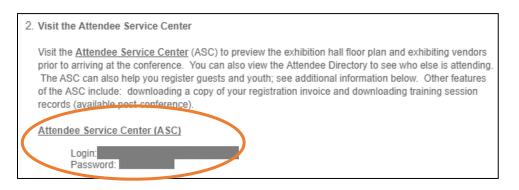
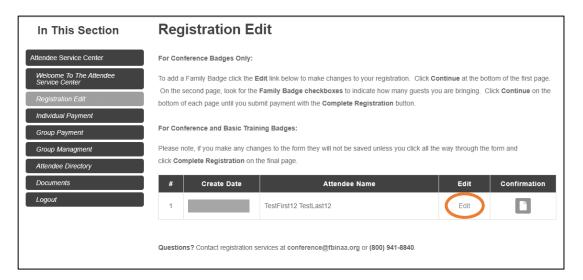
## **Registration: How to Add Family Members & Guests**

- 1. Confirm your registration is paid and you have <u>Attendee Service Center</u> (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

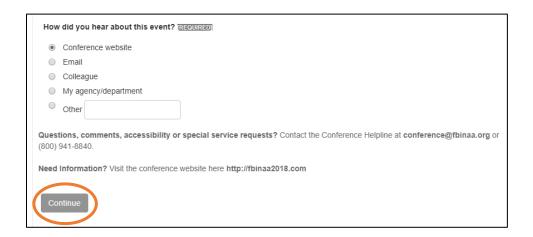


Sales Date	Description	Unit Price	Qty	Gross Amount
01/10/18	*Conference Badge - FBINAA Member	\$375.00	1	\$375.00
01/10/18	*Welcome Event - Included Saturday, July 21, 5:00 PM - 7:30 PM	\$0.00	1	\$0.00
01/10/18	*Lunch Ticket #1 Sunday, July 22, 12:00 PM - 1:00 PM	\$0.00	1	\$0.00
01/10/18	*Lunch Ticket #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	\$0.00	

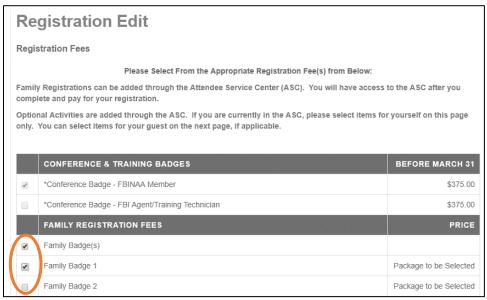
- 2. Once you are logged in, click Registration Edit menu to add Family Members
  - a. Then click Edit next to your name; see orange circle in the image below



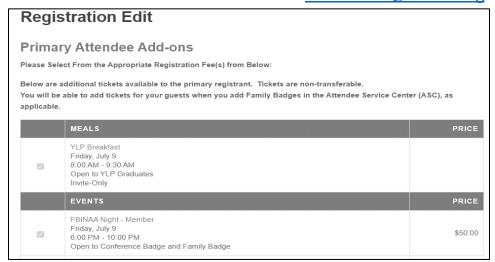
- 3. Click Continue at the bottom of the first page; see orange circle in the image below
  - a. The first page contains the primary attendee's information. Most of this information cannot be changed except the survey questions



- 4. On the second page of the form, click **Family Badge(s)** to indicate you are bringing guests
  - Then click Family Badge 1, etc. to indicate how many guests you are bringing; see orange circle below
  - If you need to add any Optional Events or Activities for the primary attendee's registration only, click the checkboxes on the following page

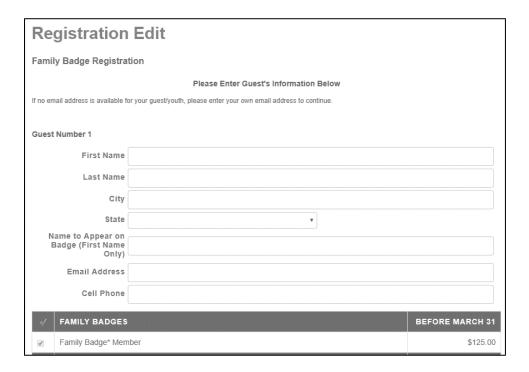


- 5. The next page will be titled **Primary Attendee Add-ons.** 
  - a. Here you can select activities the Primary attendee to attend. You may already see some activities selected. This is only for the primary attendee. Tickets are not transferable.
  - b. If you would like to remove any activity you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



Page **3** of **5** 

- 6. The next page will be titled Family Badge Registration + Add-ons.
  - a. Input the information for the number of guests you indicated you are registering
  - b. There is only one Family Badge type, so that will already be selected for you. Review and add Optional Events and Activities for each guest using the checkboxes below their name and information



- 7. 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

- 8. 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 guests in the system; see orange circle below.
  - a. You can then call the Conference Helpline at 800-941-8840 to assist with payment

