

Step by Step Instructions for 2021 Institute Registration

1. Select "Register" (Or login to register first and then select Register)
2. Select "Register Myself" if logged in as yourself and you are registering yourself or if Not select "Register Colleague"
3. Select "Attendee"
4. Select "Company Registration" - Each person you are registering for the event from each site/entity will select "company registration" this is to 'tie' them to the fee that has been paid for their site/entity in our system. Only the first person from each site/entity will have a fee in the Company Registration box.
5. Next, you will get to a page that will say Badge Preferences at the bottom of the page Select "Checkout"
6. If you would like to add another registrant to this order then on this page you will click at the top 'Add Another Registrant' – Then you will complete Steps 1 – 6 until you are done, once you have added all your registrants, go to Step 7.
7. Select "Submit"
8. If all is completed, you will get a screen and it will have a print feature for your confirmation.

Happy Registering!