

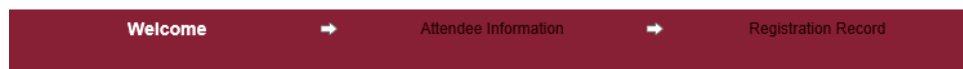
2019 COF Convocation Gala

eRegistration/eSeating process guide

1. Welcome Page



AIA
College of Fellows



You are currently testing this event

2019 College of Fellows Convocation Gala

New Registration



- a. Select 'New registration.'

2. Primary Attendee Verification

The screenshot shows the registration page for the 2019 College of Fellows Convocation Gala. At the top, there is the AIA College of Fellows logo and a navigation bar with the following items: 'Welcome', 'Attendee Information', 'Additional Attendees', and 'Registration Record'. Below the navigation bar, the text reads 'You are currently testing this event' and '2019 College of Fellows Convocation Gala'. A red asterisk indicates a required field. The form contains the following fields:

- First Name* (Mary)
- Last Name* (Meetings)
- Company/Firm Name* (AIA)
- New Fellow? (No)
- Please list any dietary or special needs.
- City (Washington)
- US State (District of Columbia)
- Gender: Male, Female

A 'Continue' button is located at the bottom of the form. The Aventri logo is visible in the bottom left corner.

- a. If you are only registering yourself, please enter in your information.

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- b. **If you are registering a group**, please enter in the information for the person to be the primary contact for the group. This person will receive the confirmation emails and will be contacted if any questions arise.
- c. **If you are registering for someone other than yourself**, please enter in the person's information who received the invitation.
- d. Select 'Continue.'

3. Additional Attendees Option Page

Will you be registering any other attendees for this event?*

Yes No

* = Required Field

Continue

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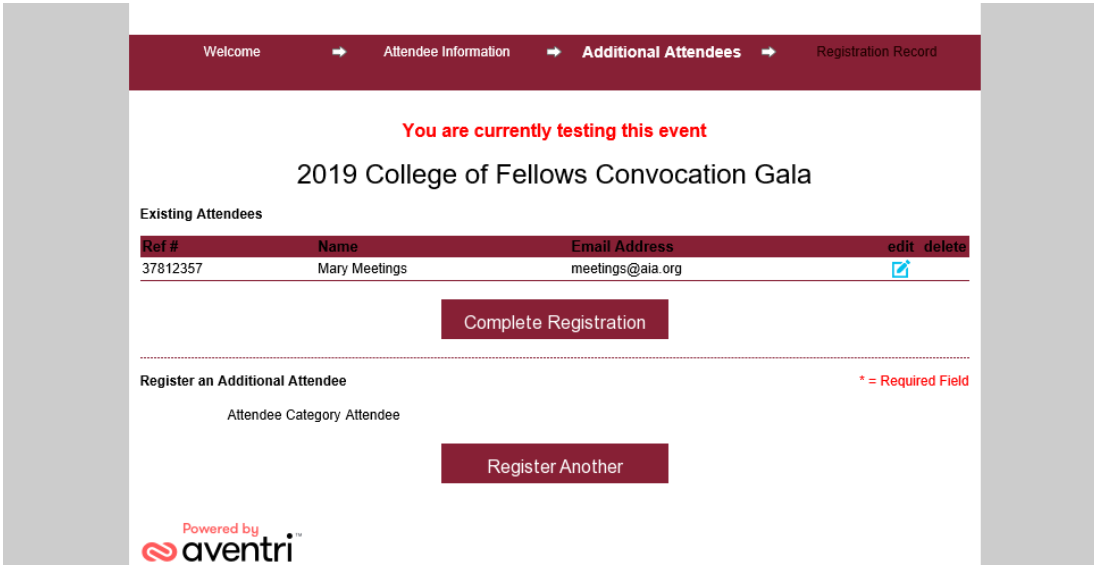
- a. Select 'Yes' or 'No.'
- b. Select 'Continue.'

- * If you select '**yes**,' you will be brought to a page to enter in each guest's information.
- * If you select '**no**,' you will be directed to the floorplan for seat selection. Proceed to page

4. Additional Attendee Registration Welcome Page (if you are registering a group)

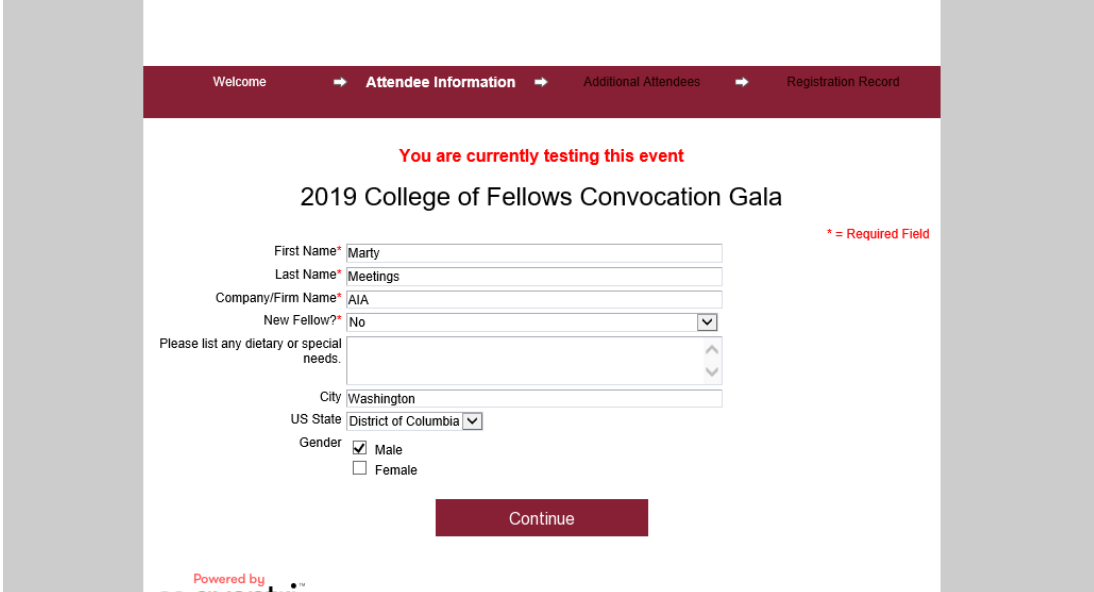
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5. 

- a. Select 'Register Another.'

6. Additional Attendee Registration Page



- a. Enter in the information for your additional attendee.
- b. Select 'Continue.'

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7. Additional Attendee Registration Welcome Page – with additional attendee

AIA
College of Fellows

Welcome → Attendee Information → **Additional Attendees** → Registration Record

You are currently testing this event

2019 College of Fellows Convocation Gala

Existing Attendees

Ref #	Name	Email Address	edit	delete
37812357	Mary Meetings	meetings@aia.org		
37812666	Marty Meetings	meetings@aia.org		

[Complete Registration](#)

Register an Additional Attendee * = Required Field

Attendee Category Attendee

[Register Another](#)

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- Repeat process as necessary for each additional attendee.
- Once all your additional attendees are registered, select 'Complete Registration.'

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8. Seating Plan Page

Welcome → Attendee Information → Additional Attendees → **Seating** → Registration Record

You are currently testing this event

2019 College of Fellows Convocation Gala

Seating area

Search: [input] search names search companies include selected Attendees found: 1 Verify settings

Reserved tables, not for general seating

Occupied seats

Waiting area

Available seats

Seating map

Continue

8. **Drag each individual icon** over a seat on the table plan. If the individual is no longer in the **'Waiting area,'** then they have been sat. If they still appear in the **'Waiting area,'** be sure that when you hover the individual over the seat, the green arrows appear, then drop them into the seat

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9. After “Continue,” confirmation email sent:

From name: 2019 COF Convocation Dinner Seating Confirmation
From address: register@aia.org”
Subject: 2019 COF Convocation Dinner Seating Confirmation

Wed 2/20/2019 3:57 PM
2019 COF Convocation Gala Seating Confirmation <register@aia.org>
2019 Convocation Dinner - Seating Confirmation
To: Meetings
If there are problems with how this message is displayed, click here to view it in a web browser.

Thank you for selecting your table for the 2019 COF Convocation Gala, Mary!

Your seating selection(s) are below:

Ref #	Name	Table	Seat Number
37814000	Marty Meetings		
37813973	Marty Meetings	TABLE 50	9

Attendee is NOT seated, email register@aia.org

Attendee is seated, no further action

Please note that only table assignments are guaranteed and final. Individual seat assignments are not guaranteed or monitored by the event staff. Seats are selected on-site at a first-come, first-serve basis at your assigned table.

If there are any individuals that do not have a table assignment in the table above, please contact register@aia.org immediately.

Do note that seating is under the responsibility of the attendee. Final table assignments will be distributed via email the week of June 3rd. The floorplan and list of attendees sorted by table will be available in the Richard Upjohn Lounge (location TBD) during the Conference on Architecture. Attendees that have not selected their seats by the deadline will be seated at random. Feel free to seat yourself upon arrival, see information if you have any questions.

If you have any changes, please submit them to register@aia.org by May 10, 2019.

We look forward to seeing you!

The American Institute of Architects
1735 New York Avenue, NW, Washington, DC 20006
(202) 639 7624

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