



Registration Instructions

(Note: Your contact information must be in netFORUM and you must use the chrome internet browser.)

1. Click on the 'Register' link in the event site banner.
2. Complete all of the sections: 'Primary attendee, Attendee registration form, and Event registration. (Under the Event registration, don't forget to select any dietary restrictions and accessibility needs using the drop-down list.)
3. Click the 'Register now' button to proceed.
4. The check-out page will be displayed.
5. Enter payment information on the left side of the page.
6. Click 'Process payment' to submit your registration.
7. The page will be re-displayed with two links: one to 'View receipt' and one to 'Continue to event'.
8. **NOTE:** After you have completed the registration process, you will receive two emails from AIA.
 - a. An event registration confirmation email.
 - b. An email with a link to view your receipt.

If you would like to make any changes to your registration, please email register@aia.org.