

2020 COF Convocation Gala

eRegistration/eSeating process guide

1. Welcome Page



AIA

College of Fellows

Welcome

Attendee Information

Registration Record

2020 College of Fellows Convocation Gala

New Registration

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- a. Select 'New registration'.

2. Primary Attendee Verification



AIA

College of Fellows

Welcome

Attendee
Information

Additional Attendees

Seating

Registration Record

2020 College of Fellows Convocation Gala

* = Required Field

First Name*	Mary
Last Name*	Meetings
Company/Firm Name*	The American Institute of Architects
New Fellow?*	No
Please list any dietary or special needs.	vegan
City	Washington
US State	District of Columbia
Gender	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female

Continue

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

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- d. Select 'Continue.'

3. Additional Attendees Option Page

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

2020 College of Fellows Convocation Gala

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

Yes No

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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)

5.

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

2020 College of Fellows Convocation Gala

Existing Attendees

Ref #	Name	Email Address	edit	delete
47738200	Mary Meetings	Meetings@aia.org		

Register an Additional Attendee *

Attendee Category Attendee


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a. Select 'Register Another.'

6. Additional Attendee Registration Page



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

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* = Required Field

First Name* Marty
Last Name* Meetings
Company/Firm Name* The American Institute of Architects
New Fellow?* No
Please list any dietary or special needs.
City Washington
US State District of Columbia
Gender Male Female

Continue

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

7. Additional Attendee Registration Welcome Page – with additional attendee



AIA College of Fellows

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

2020 College of Fellows Convocation Gala

Existing Attendees

Ref #	Name	Email Address	edit	delete
47738200	Mary Meetings	Meetings@aia.org		
47738521	Marty Meetings	Meetings@aia.org		

Complete Registration

Register an Additional Attendee * = Required Field

Attendee Category Attendee

Register Another

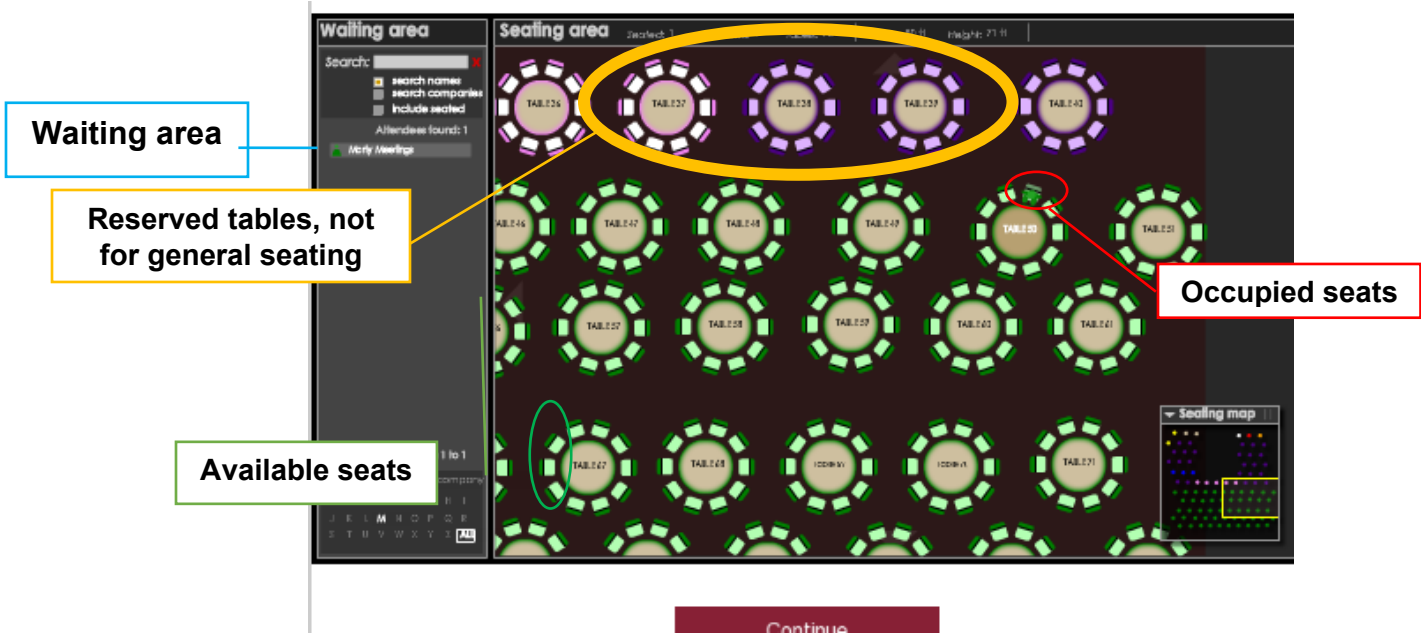
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- a. Repeat process as necessary for each additional attendee.
- b. Once all your additional attendees are registered, select 'Complete Registration.'

8. Seating Plan Page



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.

9. After "Continue," confirmation email sent:

From name: 2020 COF Convocation Dinner Seating Confirmation

From address: register@aia.org"

Subject: 2020 COF Convocation Dinner Seating Confirmation

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2020 Convocation Gala - Seating Confirmation



2020 Convocation Gala Seating Confirmation <register@aia.org>
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 2020 COF Convocation Gala, Mary!

Your seating selection(s) are below:

Ref #	Name	Table	Seat Number
47739346	Marty Meetings		
47739276	Marty Meetings	TABLE 6	7

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 May 4. The floorplan and list of attendees sorted by table will be available in the A' Lounge 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 April 10, 2020.

We look forward to seeing you!

The American Institute of Architects
1735 New York Avenue, NW, Washington, DC 20006

F (202) 639-7634
register@aia.org
aia.org

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