AIA

Registration instructions for Architects in Action

(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. (The list of available sessions/tours/events will be displayed by day. A search field and filter are available to help you find sessions.)
4. Click the 'Add' button next to any sessions/tours/events you would like to attend. (Sessions will be added to the 'Registration summary' box on the right side of your screen.)
5. Click the 'Continue' button under the 'Registration summary' box once you have made your selections. (The 'Checkout' page will be displayed.)
6. If there is a balance due, enter payment information on the left side of the page. If not, proceed to Step 7.
7. Click the "Confirm order' on the left side of the page.
8. The page will be re-displayed with two links: one to 'View receipt' and one to 'Continue to event'.
9. 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.