



# Registration instructions for CACE annual meeting 2020

*(Note: You must use the chrome internet browser to register.)*

1. Click on the 'Register' link in the event site banner.
2. You must create an account and log in in order to register. If you already have an account, please log in.
3. Select '1' ticket and click 'Continue'.
4. Review the 'Attendee information' and update if necessary.
5. Click the 'Continue' button next to select the sessions you would like to attend. (Sessions will be added to the 'Registration summary' box on the right side of your screen.)
6. Click the 'Continue' button under the 'Registration summary' box once you have made your selections. (The 'Checkout' page will be displayed.)
7. Click "Confirm order".
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.

A week prior to the event you will receive an email with the virtual event link.

If you would like to make any changes to your registration, please email [register@aia.org](mailto:register@aia.org).