

You must use the Google chrome internet browser to register for this event.

1. Click on the 'Register' link in the event site banner.
2. You will be redirected to the Universal Login page. Enter the login information you currently use on aia.org. If you do not have an account on aia.org, click the 'Sign up' link at the bottom of the screen and create an account.
3. Once you have successfully logged in, the event registration page will be displayed.
4. Complete all of the sections on the form, if applicable. Required fields are marked with a red asterisk. Under the Event registration, don't forget to select accessibility needs using the drop-down list. Please note the category for you to select is the committee you are participating in, i.e., Board of Directors, Strategic Council, for all other committees.
5. Click the 'Register Now' button to proceed. For attendees that created a new account, in the event that the registration page appears again, click the 'Register Now' button again. (The list of available sessions will be displayed by day. A search field and filter are available to help you find sessions.)
6. Click the 'Add' button next to any sessions you would like to attend. (Sessions will be added to the 'Registration summary' box on the right side of your screen.)
7. Click the 'Continue' button under the 'Registration summary' box once you have made your selections. (The 'Checkout' page will be displayed.)
8. **IMPORTANT:** Enter your discount code in the 'Discount code' field on the right side of the screen directly under the 'Registration summary' box heading.
9. After entering the Discount code, click the 'Apply' button.
10. The checkout page will be refreshed and show that no payment is due.
11. Click the "Confirm order" on the left side of the page.
12. The page will be re-displayed with two links: one to 'View receipt' and one to 'Continue to event'.
13. **NOTE:** After you have completed the registration process, you will an event registration confirmation email. It will include a link to view your receipt.

If you would like to make any changes to your registration, please feel free to contact register@aia.org or (800) 242 3837 ext. 7556