

We are pleased to announce that registration is now open for 2022 Digital Grassroots Leadership Event, February 22-24.

AIA has set-up a new online registration platform that is user-friendly, intuitive, and feature-packed to improve the member experience.

These instructions provide step-by-step guidelines on how to register on the event site. Please follow them carefully to receive your complimentary registration.

*(Note: Your contact information must be in Fonteva (or netFORUM) and you must use the Chrome internet browser.)*

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, you will be presented with the registration form.
4. Complete all of the sections on the form. Required fields are marked with a red asterisk. Under the Attendee information, don't forget to select accessibility needs using the drop-down list.
5. Click the 'Register Now' button to proceed. (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' 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 receive 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](mailto:register@aia.org) or (800) 242 3837 ext. 7556