HOW TO REGISTER FOR THE ESGA FALL CONFERENCE

LOGIN / PRE-REGISTRATION REQUIREMENTS

Fall conference registration is open! If you already have a username/password for the NEW registration/membership management solution – **Click here to register!**

If you are in the EGSA system and don't have a username and password for the new registration/membership management solution, on June 6th, you should have received a "Self-Service Invitation" (see example below).

If you did not accept this invite and plan on registering for the conference, please do so prior to registering as accepting the invite will allow you to create a username/password to receive member-based pricing.

If you need this invite re-sent, please let us know.
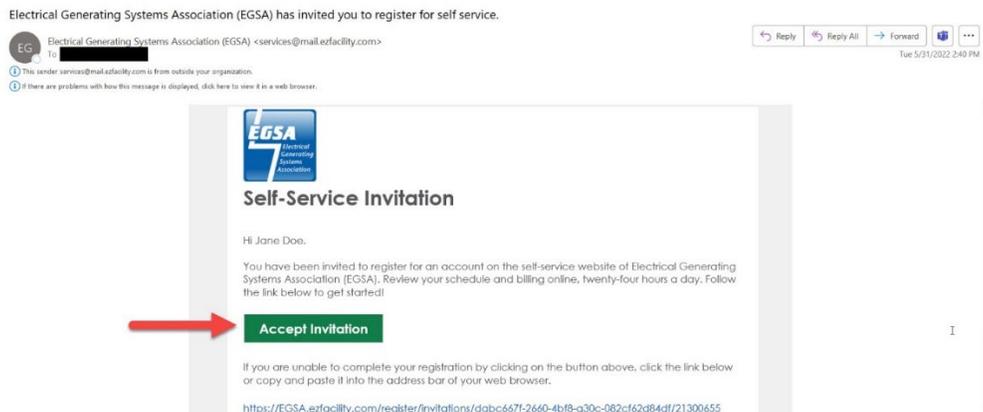
==If you are an **ACTIVE** member and have **NOT** created your username and password== via the Self-Service Invitation, please let us know <u>**BEFORE registering**</u>.

==If you are a non-member or your membership is expired and you have not created your username and password==, before registering, **click here to create your account** –

Creating an account is a 2-step process. First, you'll enter your Name, Email, Username and Password and then prove you are NOT a robot and select Create Account –

Note – Usernames, like emails, need to be unique. If you receive a notification that the username is taken, someone, somewhere, already has that username so you'll need to enter an alternative one (and you can use your email as your username).

Then, you'll receive an email notification allowing you to verify the account and complete set up

Note – This does NOT register you for the conference. This is only completing the first step of creating your username and password which can be used for future registrations.

From the Complete Registration email, you'll enter your profile information and select Submit

Your account registration is not complete until you've entered all the required information, selected submit and get to this page –

REGISTRATION PROCEDURES

<mark>If you are registering for others</mark>, once you have created your account, you can login and select your name and go to Relationships to add additional attendees you'll be registering for the conference –
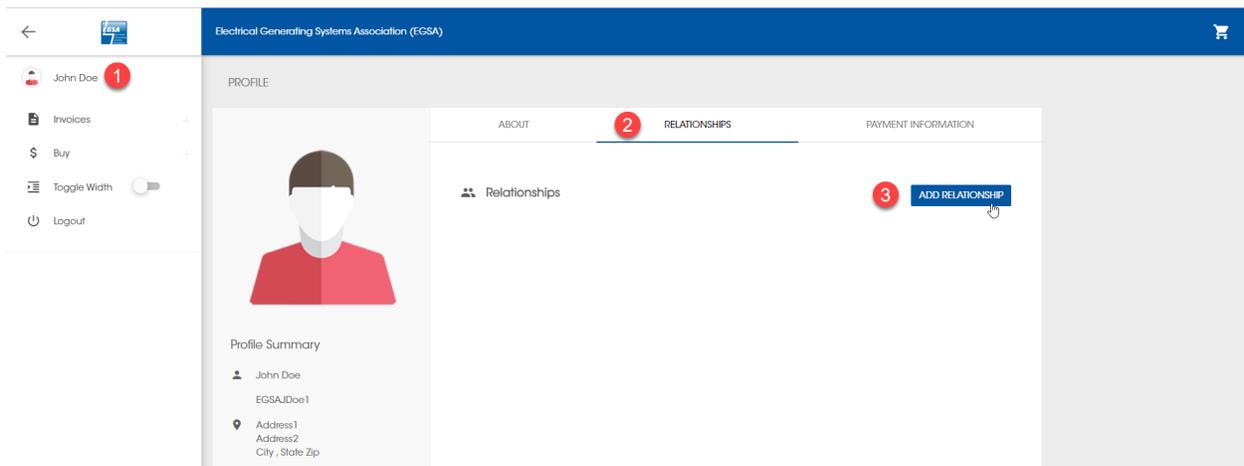
Once you have successfully created your account, click here to register!