

Viewing Event Registration

1. To view event registrations, click on 'my event registration'.

MY PROFILE			
EDIT PROFILE My directory pr	ofile		
Profile Privacy Email subscri	ptions Member photo albums My event registrations 🛕 Invoices and payments		
Membership details			
Membership level	General Member - Variable Change Bundle (unlimited) Subscription period: 1 year, or: January 1st No automatically recurring peyments		
Membership status	Active		
Member since	Wednesday, September 28, 2022		

2. Beginning 2023, all online event registration will be administered through the website. Any event registrations will appear under this tab.

EDIT PRO	FILE My directory profile				
Profile P	rivacy Email subscriptions	Member photo albums	My event registrations	🏝 Invoices and payments	Donations
Filter by	Search	Rec	ords found: 1		
Ever	nt		Registratio	on	Status
			type		
Registrati Monday,	on - 86th Annual Convention January 16, 2023		Member Registration \$260.00		Invoiced, not paid

Registering for Events

1. Go to the 'events' tab to see available events open for registration. In most cases, upcoming events will be linked to the top of the 'home' page. Identify the event for which you need to register. Click 'Register'.



Registration - 86th Annual Convention

Start	Monday,	Welcome to the Registration of IWUA's Annual Convention!
	16, 2023	Register each guest who will attend Convention!
End		
19, 2023 Location	anuary	
The Riversio Boise, ID	de Hotel,	
REGISTER		
		Show details

2. Enter your email address. If you are the Company Administrator for your entity, and are in charge of registering members of your organization, enter the email address associated with your Company Profile here. If you are registering for another person(s), and not yourself, please enter the email address associated with the first person you need to register. Select 'Next'.

REGISTRATION - 86TH ANNUA	AL CONVENTION	Add to my calendar 🛱
Event	Registration - 86th Annual Convention Monday, January 16, 2023 - Thursday, January 19, 2023 Location: The Riverside Hotel, Boise, ID	
Enter registrant email		* Mandatory fields
CANCEL		NEXT

3. Select your registration type. Note: In order to register with IWUA Member rates, you must enter a valid email address in our system. If you are a member, and are not able to select a member registration, please contact Kathryn at 208-344-6690.

Event	Registration - 86th Annual Convention Monday, January 16, 2023 - Thursday, January 19, 2023 Location: The Riverside Hotel, Boise, ID
egistration type	* Mandatory field
* Registration Ocvernment / Covernment / Covern	Student Registration - \$115.00 .code required) Available for Government or Student registrations. Call Kathryn at 208-344-6690 to get the stration code.
WUA Member	t ration – \$260.00 Annual Convention Pricing
O Non-Member I IWUA Non-Mer	Registration – \$310.00 mber Annual Convention Pricing
L	BACK



4. Fill out the contact information for the first registrant. If you are registering for yourself, enter your contact information. Select any "Add-Ons" that you'd like to include. All attorneys who wish to obtain CLE credits must select the 'attorney' add-on.

nformation	
First name	Kathryn
Last name	Scott
Email	iwua@iwua.org
Address	1010 W. Jefferson STE 101
City	Boise
State	ID
Zip	83702
Phone	208-344-6690
* Add Ons	 Legislative Banquet \$50.00 (USD) Awards Luncheon \$30.00 (USD) Attorney Fee \$50.00 (USD) None for me, thanks \$0.00 (USD)

5. If you need to register for additional people, select 'add guest'. Continue this step until you have registered all of your people. When you are done select 'next'.

Guests registration No guest registration entered ADD GUEST \$260.00 (USD) each



6. Review your registration. You may cancel or edit your registration here. Once your registration is correct, select 'confirm'.

EGISTRATIO.	N - 86TH ANNUAL CONVENTION	Add to my calendar 🛱
Review and	confirm	
Event	Registration - 86th Annual Convention Monday, January 16, 2023 - Thursday, January 19, 2023 Location: The Riverside Hotel, Boise, ID	
Registration type	Member Registration - \$260.00	
Total amount	\$260.00 (USD)	
	OFFLINE	\frown
CANCEL		BACK CONFIRM
You are now re	egistered for the event! If you are ready to pay for your r	egistration, you may

7. You are now registered for the event! If you are ready to pay for your registration, you may select 'view/pay invoice' and you will be redirected to your registration invoice. Please print the invoice and send a copy in along with your payment. If you would like to pay online, you may do so here. If you are not ready to pay, you may simply exit the screen.