Step 1: Navigate to the FOCIS 2022 website page on the FOCIS website. https://www.focisnet.org/meetings/focis-2022/

Step 2: Navigate to the registration section and click “Register Now”

Step 3: Log in to your FOCIS account or create one. Membership is not required to attend the FOCIS Annual Meeting (though it is encouraged), but an account will need to be created to register. There are non-member account options available.
Step 4: After making sure you are signed into your member or non-member account, navigate back to the registration page and click “Register Now”.

Step 5: On the Attendee Type screen, select the appropriate registration option.

Note: if you are using a discount code for your registration, you can only apply one discount code per transaction. If you have multiple discount codes that you would like to use, please contact the FOCIS Executive Office for assistance.

Step 6: On the Attendee Info tab, fill in your information as appropriate. Some of the fields should auto-populate based on what you entered during your account or membership creation. Fields marked with an asterisk (*) are required to submit the form.
Step 7: On the Attendee Selections tab, you will select the appropriate required ticket, and any additional options.

Note: If you are planning to attend any FOCISed Courses, please make sure you select ONE of the course packages referenced above.

Step 8: When your selections are complete and your information is entered appropriately, click “Save & Finalize Registration”.

Note: If you are planning to attend any FOCISed Courses, please make sure you select ONE of the course packages referenced above.
Step 9: On the checkout page, enter your payment information. If you have a discount code to apply, enter it into the Promo Code box and click “Apply”.

![Payment Information Form]

Step 10: Once you have verified that all discounts have been applied and your information is correct, click “Proceed to Confirmation”.

![Additional Customer Information]

Step 11: Review your order to ensure correctness, and then hit “Complete Order” to finalize your registration. You will be automatically redirected to a confirmation page. You will receive a confirmation email, and if your payment has been received, an emailed receipt showing your payment.

If you experience any difficulties during the registration process, please contact the FOCIS Executive Office at info@focisnet.org or +1 (414) 359-1670. Thank you for joining us at the FOCIS Annual Meeting!