



How To Register for FFVA 2023:

NOTE: Members must sign in to FFVA.com to register at the member rate. Members can sign in by clicking “Sign In” at the top of FFVA.com, above the navigation bar, or through the member login on FFVA.com’s homepage.

1. Visit **FFVA.com/page/Convention** to register
 - o Click the “Register” button under the **Pricing and Registration** heading
2. You will be re-directed to **FFVA.com/event/FFVA2023**
 - o Click the “Register” button
 - o If member has signed in, all personal information should be imported into the fields, with the exception of “Name on Badge.” **Please add the name on badge.**
 - o Double-check that all required information is correct.
 - o Click the “Next” button
3. Select **FFVA 2023 Registration – Full Convention**
 - o **If you are only registering yourself**, click **“Save & Finalize Registration.”**
 - Ensure all information is correct
 - Add payment information and/or promo code, if relevant. *Sponsor codes are only for speakers, sponsors, and media.*
 - Click “Proceed to Confirmation” to finalize registration
 - o **If you are adding a spouse...**
 - Click the “Save and Add Another Attendee” button to save your registration and add another
 - Add spouse’s name and contact information
 - Click “Next”
 - Select **FFVA 2023 Registration – Spouse or Non-Industry Guest**
 - Click the “Save & Finalize Registration” button
 - Ensure all information is correct
 - Add payment information and/or promo code, if relevant. *Sponsor codes are only for speakers, sponsors, and media.*
 - Click the “Proceed to Confirmation” button to finalize registration
 - o **If you are registering a colleague...**
 - Click the “Save and Add Another Attendee” button to save your registration and add another
 - Add colleague’s name and contact information
 - Click the “Next” button
 - Select **FFVA 2023 Registration – Full Convention**
 - Click the “Save & Finalize Registration” button
 - Ensure all information is correct
 - Add payment information and/or promo code, if relevant. *Sponsor codes are only for speakers, sponsors, and media.*
 - Click the “Proceed to Confirmation” button to finalize registration



How To Register for FFVA 2023 – Gov/Ed Attendees:

1. Visit **FFVA.com/page/Convention** to register
 - o Click the “Register” button under “Government / Education” under the **Pricing and Registration** heading
2. You will be re-directed to **FFVA.com/event/GOV2023**
 - o Click the “Register” button
 - o Fill out the Registration Information form.
 - o Double-check that all required information is correct.
 - o Click the “Next” button
3. Select **FFVA 2023 Registration (Government/Education Attendees) – Full Convention**
 - o **If you are only registering yourself**, click **“Save & Finalize Registration.”**
 - Ensure all information is correct
 - Add payment information.
 - Click “Proceed to Confirmation” to finalize registration
 - o **If you are registering a colleague...**
 - Click the “Save and Add Another Attendee” button to save your registration and add another
 - Add colleague’s name and contact information
 - Click the “Next” button
 - Select **FFVA 2023 Registration (Government/Education Attendees) – Full Convention**
 - Click the “Save & Finalize Registration” button
 - Ensure all information is correct
 - Add payment information.
 - Click the “Proceed to Confirmation” button to finalize registration

How To Modify FFVA 2023 Registration:

- Go to [FFVA.com/event/FFVA2023](https://ffva.com/event/FFVA2023)
- Above the “Register” button you will see a message letting you know the date in which you registered
- Click the “Register” button
- A pop-up with two options will appear: “Modify an existing registration” or “Add a new registration”
- If you choose to modify or cancel your registration.
 - o To cancel your registration, scroll down and click “More Actions,” then click “Cancel This Registration.”
- If you choose to add a new registration, you will be able to choose a registration type.
- If you have an issue, email convention@ffva.com



How To Register for Golf:

- Visit **FFVA.com/event/Golf2023** to register
 - o Click the “Register” button
- Select **FFVA 2023 Golf Tournament**
 - o **If you are only registering yourself**, click **“Save & Finalize Registration.”**
 - Ensure all information is correct
 - **Please add handicap and golf foursome**
 - Add payment information and/or promo code, if relevant. *Sponsor codes are only for speakers, sponsors, and media.*
 - Click “Proceed to Confirmation” to finalize registration
 - o **Sponsorship opportunities are also available for purchase** on the registration page.
 - o **If you are registering a colleague...**
 - Click the “Save and Add Another Attendee” button to save your registration and add another
 - Add colleague’s name and contact information
 - Click the “Next” button
 - Select **FFVA 2023 Registration Golf Tournament**
 - Click the “Save & Finalize Registration” button
 - Ensure all information is correct
 - Add payment information and/or promo code, if relevant. *Sponsor codes are only for speakers, sponsors, and media.*
 - Click the “Proceed to Confirmation” button to finalize registration

How To Register for Fishing:

- Visit **FFVA.com/event/Fishing2023** to register
 - o Click the “Register” button
- Select **FFVA 2023 Fishing Excursion**
 - o **If you are only registering yourself**, click **“Save & Finalize Registration.”**
 - Ensure all information is correct
 - Add payment information
 - Click “Proceed to Confirmation” to finalize registration
 - o **If you are registering a colleague...**
 - Click the “Save and Add Another Attendee” button to save your registration and add another
 - Add colleague’s name and contact information
 - Click the “Next” button
 - Select **FFVA 2023 Fishing Excursion**
 - Click the “Save & Finalize Registration” button
 - Ensure all information is correct
 - Add payment information
 - Click the “Proceed to Confirmation” button to finalize registration