Pre-Registration Checklist

Before you or your participants register here are a couple of pre-registration steps that will help ease the process.

✔ Sign into your organization's master account and click on sub-accounts.

> Share link with new members of your organization
- REMEMBER: Everyone must have an IABD account to receive discount.

> Review your current list
- Only remove those who are no longer affiliated with your organization.

✔ Once your sub-account list updated, send the list of names of those who will be attending the conference to programs@iabdassociation.org, subject line CF20 *your organizations name* Group List.

IABD will reply within 72 hours with each person's associated emails and logins. [Trust us you don't want to miss this info.]

✔ Now you decide! Do you want to register your group or will you have them register themselves?

Regardless of who, the credentials provided in the previous step MUST be used!

See group registration options for more details.

MORE ON SUB-ACCOUNTS

- Only remove those who are no longer affiliated with your organization. Unsure how? Select the detach icon by each name or feel free to email membership@iabdassociation.org the list of names to deactivate.

- Your account constituents can stay even if they are not registering for conference and festival, so they can continue to enjoy IABD benefits year round.
<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
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<tbody>
<tr>
<td>Group leaders can sign in</td>
<td>Register yourself first then click &quot;add additional attendee&quot;. You MUST use</td>
<td>Provide your participants</td>
</tr>
<tr>
<td>and out of each registrants</td>
<td>the full name and email address on their profile for proper registration.</td>
<td>with their IABD credentials and registration guide, allowing them to register</td>
</tr>
<tr>
<td>account then follow registration guide for each individual. Don't forget you would need to sign out each time to ensure proper registration.</td>
<td>NOTE: When sessions become available only the group leader will be able to select the panel and workshops for registrants.</td>
<td>themselves. Make sure they know, which ticket to select based on the group size. There will be no refunds.</td>
</tr>
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<td>(You'll thank us later).</td>
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