

## Step by Step Instructions to Register

### 1. Login



### 2. Attendee Tab

This screenshot shows the 'Attendee Type' selection step of the registration process. The form has three tabs: 'Attendee Type', 'Attendee Info', and 'Attendee Selections'. The 'Attendee Type' tab is active. A dark blue bar at the top of the form contains the instruction 'Please select one of the following'. Below this, there are two radio button options: 'AALA Business Partner: 2018 AALA Business Partners Only' (which is selected) and 'Exhibitor:'. A green 'NEXT' button is located at the bottom of the form.

- A. Select AALA Business Partner or Exhibitor if you are not a Business Partner.
- B. Click Next.

Note: When you select the level, sometimes the website takes a second to load the options. Wait till page fully loads before clicking Next.

### 3. Attendee Info

This screenshot shows the 'Attendee Info' registration form. At the top, a message states 'All fees must be paid before registration will be considered complete.' The form has three tabs: 'Attendee Type', 'Attendee Info', and 'Attendee Selections'. The 'Attendee Info' tab is active. The form is titled 'Registration Information' and includes a section for '\* Required Fields'. The fields are: 'Event Name' (E2E Business Partner/Exhibitor Registration ONLY), 'Your Name' (Kimberly), 'Organization' (Paramount Staffing), 'Email Address' (kimberly@paramountstaffing.net), and 'Phone' (404-7604810). There are also dropdown menus for 'Exhibit Table Size' and 'Are you providing a door prize?'. A text input field is provided for 'What is your door prize?'. At the bottom, there is a section for 'Upload Logo for Expo Guide' with a 'Browse...' button, and a text area for 'Company Description for Expo Guide'.

- A. Your profile information should automatically populate.
- B. Select Exhibit Table Size.

- C. Indicate if you are giving a door prize.
- D. Upload your company logo.
- A. Enter your Company Description (650 characters max).
- B. Click Next.

#### 4. Attendee Selections

##### Attendees by Sponsor

##### Level:

- Silver: 2
- Gold: 3
- Diamond: 3
- Platinum: 4
- Titanium: 5

Attendee Type
Attendee Info
Attendee Selections

Please select one of the following (required)

Additional Attendee Regularly: \$200.00 **Your Price: \$150.00**

E2E Registration (more) Regularly: \$1,500.00 **Your Price: \$0.00**

Related Products

Quantity	Description	Price
<input style="width: 100%;" type="text"/>	E2E Electricity (2018) <b>Supplies are Limited</b> (more)	Price: \$85.00

\*Maximum of one additional attendee per company at \$150.

##### First Attendee:

- A. Choose E2E Registration.
- B. Add Electricity if needed.
- C. Click Save & Add Another Attendee, or Save and Finalize if you are the only attendee for your company. If Save and Finalize is selected, proceed to Step 8.

#### 5. Second Attendee Registration – select E2E Registration

##### Attendees by Sponsor Level:

- Silver: 2
- Gold: 3
- Diamond: 3
- Platinum: 4
- Titanium: 5

\*Maximum of one additional attendee per company at \$150.

\***Note:** Sometimes the site will take you to Attendee Info tab – click on Attendee Type tab and follow Instructions below.

\*\***Note:** Sometimes the site takes a couple seconds to populate the information; wait for page to fully load before going to next page.

A. Choose AALA Business Partner on Attendee Type tab.

B. Either select a name from the drop down menu or enter second attendee information. If selecting from the drop down menu, choose Yes in the pop-up window.

C. Click Next.

D. Under Attendee Selections, Select E2E Registration.

E. Do not select electricity again.

F. Save & Add Another Attendee or Save and Finalize if complete. If Save and Finalize is selected, proceed to Step 8.

The image shows two screenshots of a registration system interface. The top screenshot shows the 'Attendee Type' tab with 'AALA Business Partner: 2018 AALA Business Partners Only' selected. A blue arrow points to the 'Attendees You Have Already Entered' list, which contains '1. Kimberly Lusink' and '2. <Not yet entered>'. The bottom screenshot shows the 'Attendee Selections' tab with 'E2E Registration (more)' selected. It also shows a list of 'Attendees You Have Already Entered' and a table of 'Related Products' including 'E2E Electricity (2018)' with a price of \$85.00.

**Attendees You Have Already Entered**  
 1. Kimberly Lusink ✎ ✕, 2. <Not yet entered> ✎ ✕

**Attendee Type** Attendee Info Attendee Selections

Please select one of the following

AALA Business Partner: 2018 AALA Business Partners Only  
 Exhibitor:

**NEXT**

**Attendees You Have Already Entered**  
 1. Kimberly Lusink ✎ ✕, 2. <Not yet entered> ✎ ✕

**Attendee Type** Attendee Info Attendee Selections

Please select one of the following (required)

Additional Attendee Regularly: \$200.00 **Your Price: \$150.00**  
 E2E Registration (more) Regularly: \$1,500.00 **Your Price: \$0.00**

**Related Products**

Quantity	Description	Price
<input type="text"/>	E2E Electricity (2018) <b>Supplies are Limited</b> (more)	<b>Price: \$85.00</b>

## 6. Third & Additional Attendee Registrations

### Attendees by Sponsor Level:

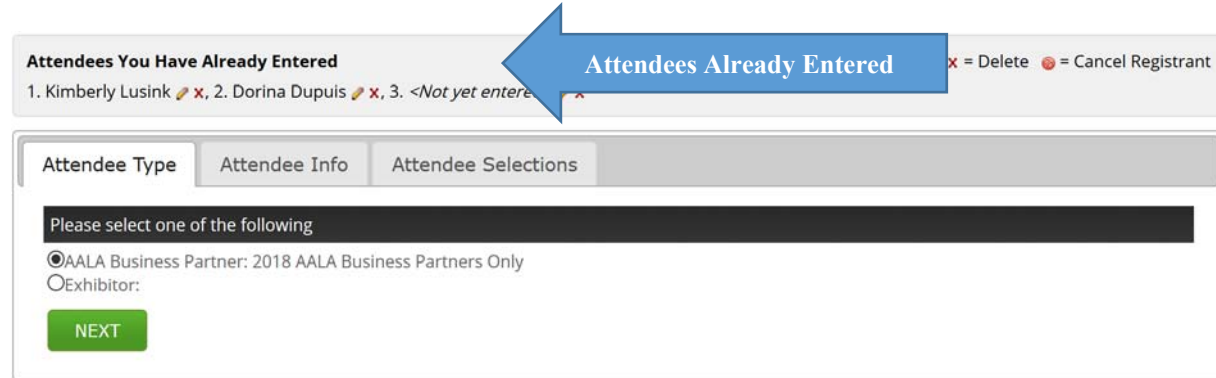
- Silver: 2
- Gold: 3
- Diamond: 3
- Platinum: 4
- Titanium: 5

\*Maximum of one additional attendee per company at \$150.

\*Note: Sometimes the site will take you to Attendee Info tab – click on Attendee Type tab and follow Instructions below.

\*\*Note: Sometimes the site takes a couple seconds to populate the information; wait for page to fully load before going to next page.

A. Select AALA Business Partner on Attendee Type tab.



**Attendees You Have Already Entered** x = Delete ● = Cancel Registrant  
1. Kimberly Lusink ✎ x, 2. Dorina Dupuis ✎ x, 3. <Not yet entered> ✎ x

**Attendees Already Entered**

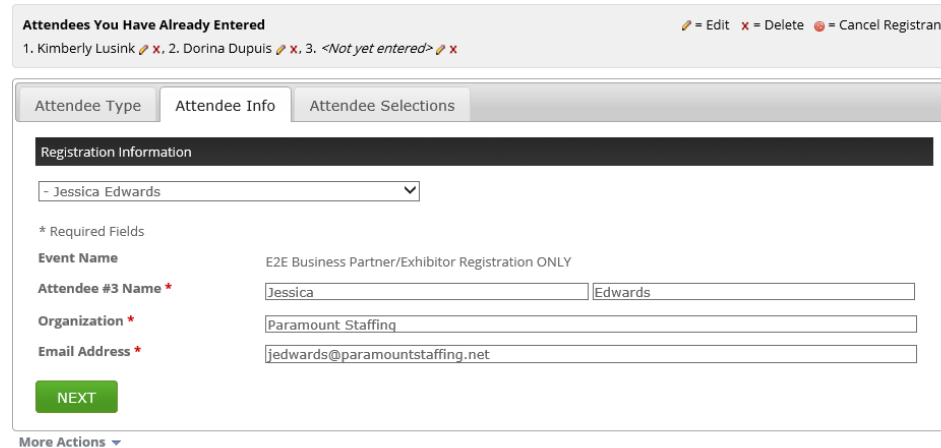
Attendee Type | Attendee Info | Attendee Selections

Please select one of the following

AALA Business Partner: 2018 AALA Business Partners Only  
 Exhibitor:

**NEXT**

B. Either select a name from the drop down menu or enter second attendee information. If selecting from the drop down menu, choose Yes in the pop-up window.  
C. Click Next.



**Attendees You Have Already Entered** ✎ = Edit x = Delete ● = Cancel Registrant  
1. Kimberly Lusink ✎ x, 2. Dorina Dupuis ✎ x, 3. <Not yet entered> ✎ x

Attendee Type | Attendee Info | Attendee Selections

Registration Information

- Jessica Edwards

\* Required Fields

**Event Name** E2E Business Partner/Exhibitor Registration ONLY

**Attendee #3 Name \***

**Organization \***

**Email Address \***

**NEXT**

More Actions ▾

- D. Under Attendee Selections, Select E2E Registration or Additional Attendee if included registrations are all used.
- E. Do not select electricity again.
- F. Save & Add Another Attendee or Save and Finalize if registration is complete. If Save and Finalize is selected, proceed to Step 8.

**Attendees You Have Already Entered** ✎ = Edit ✕ = Delete ⏹ = Cancel Registrant

1. Kimberly Lusink ✎ ✕, 2. Dorina Dupuis ✎ ✕, 3. <Not yet entered> ✎ ✕

Attendee Type    Attendee Info    Attendee Selections

Please select one of the following (required)

Additional Attendee Regularly: \$200.00 **Your Price: \$150.00**

E2E Registration (more) Regularly: \$1,500.00 **Your Price: \$0.00**

Related Products

Quantity	Description	
<input type="text"/>	E2E Electricity (2018) <b>Supplies are Limited</b> (more)	Price: \$85.00

## 7. Additional Attendees

### Attendees by Sponsor Level:

- Silver: 2
- Gold: 3
- Diamond: 3
- Platinum: 4
- Titanium: 5

\*Maximum of one additional attendee per company at \$150. Follow Steps in #6 above.

**Attendees You Have Already Entered** ✎ = Edit ✕ = Delete ⏹ = Cancel Registrant

1. Kimberly Lusink ✎ ✕, 2. Dorina Dupuis ✎ ✕, 3. Jessie Gordan ✎ ✕, 4. <Not yet entered> ✎ ✕

Attendee Type    Attendee Info    Attendee Selections

Please select one of the following

AALA Business Partner: 2018 AALA Business Partners Only

Exhibitor:

NEXT

**Additional information is required before we can add this item to your cart!**

Please provide all the necessary information requested below, then click the "Add Item."

## E2E ELECTRICITY

### Item Options

Price: \$85.00

Quantity:  \*

Do you understand that adding electricity to your exhibit area, may require your booth to be placed near a wall.

Please enter your response below: \*  (of 255 characters remaining)

Yes

ADD ITEM

### Related Events

## 8. Save & Finalize

- A. Confirm your order of electricity and that you understand you may need to be near an outer wall to receive electricity.
- B. Please enter a response in the text box.
- C. Click Add Item to confirm you want electricity.

- D. Review your order including all attendees and total due. If there are any errors or missing attendees, you can go back and fix/add/delete them (see link at top "click here to edit your registration"). If you are ready to finalize, click Checkout.

You currently have registrations in progress\* for the following list of event(s):

- E2E Business Partner/Exhibitor Registration ONLY (4 attendees)
  - [» click here to edit your registration](#)
  - [» click here to cancel your registration](#)

\*NOTE: Your registration will be finalized upon checkout.

Qty.	Product	Price
1	E2E Business Partner/Exhibitor Registration ONLY - Kimberly Lusink <a href="#">» click here to edit your registration</a> Titanium Sponsor	\$0.00
1	E2E Business Partner/Exhibitor Registration ONLY - Kimberly Lusink <a href="#">» click here to edit your registration</a> E2E Electricity Yes	\$85.00
1	E2E Business Partner/Exhibitor Registration ONLY - Dorina Dupuis <a href="#">» click here to edit your registration</a> Titanium Sponsor	\$0.00
1	E2E Business Partner/Exhibitor Registration ONLY - Jessica Edwards <a href="#">» click here to edit your registration</a> Titanium Sponsor	\$0.00
1	E2E Business Partner/Exhibitor Registration ONLY - Jessie Gordan <a href="#">» click here to edit your registration</a> Additional Attendee	\$150.00

[Update Price](#)

Subtotal: \$235.00

Clear Entire Cart Total: \$235.00 [Recalculate](#)

## 9. Payment/Checkout

### CHECKOUT (STEP 1 OF 2)

Main Storefront

Cart (5)

Please enter your address and billing information in the form below.

**Recipient Information**

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Organization:

Address: \*

City/Town:

Country: \*

State: \*

Postal Code: \*

Home Phone:

Business Phone:

Mobile Phone:

Email Address: \*

Confirm Email Address: \*



**Payment Information**

Total Amount: \$235.00

Promo Code:

Payment Type:  Bill Me (Admin-Only)  
 Check/Money Order  
 Credit Card

Card Type: \*

Card Number: \*

Card CVV Number: \*  (What is this?)

Exp. Date: \*  /  (mm/yyyy)

Check here if the billing address is the same as the recipient information

Name on Card: \*

Organization:

Address: \*

City/Town:

Country: \*

Location: \*

Postal Code: \*

Phone: \*

Update the AALA Member Contact Info section of my profile with the address and organization information entered above.

PO:  Only Alphanumeric Characters Allowed

- Select payment type.
- Populate your billing address.
- Select Proceed to Confirmation.

## 10. Checkout/Confirm

**Additional Customer Information**

Qty.	Product	Price
1	Titanium Sponsor	\$0.00
1	E2E Electricity Yes	\$85.00
1	Titanium Sponsor	\$0.00
1	Titanium Sponsor	\$0.00
1	Additional Attendee	\$150.00

Subtotal: \$235.00  
Grand Total: \$235.00

**THANK YOU**

[View Invoice/Receipt](#) [View Event Registrations](#)

Thank you for your purchase. You can expect an email confirmation shortly.

- Review your order one more time and click Complete Order.
- The THANK YOU screen confirms your order has been completed.