Register for an Event

Online Registration has a whole new look and process!
ALWAYS REMEMBER TO SIGN IN - your credits are attached to your PROFILE

From the Home page, always sign in first to ensure you get member prices, whenever available!!

Whether you are an AWWA Member or not, you should have a PROFILE on the site, so that you can take full advantage of the site and its features.

If you aren’t sure if you are an AWWA member, or can’t recall if you created a profile on our site yet -- contact the Section Office.

Once you are signed in, there are multiple ways to access our Event Calendar and Register for Events

The COMMUNITY CALENDAR “snapshot” will always list the first few events in chronological order using the “MORE” button will take you to the full COMMUNITY CALENDAR.
The Community Calendar will show you all upcoming events, in chronological order.

You can use the categories drop down menu to filter events by type.

To view the calendar in a “Month” or “Calendar” format, click “Month View”.

If an event has registration available you will see a “Register” Icon. Click it to begin registration process.

**DID YOU SIGN IN?**

Always remember to SIGN IN to your profile -- it’s the only way to ensure you will receive member pricing if you are an AWWA member, and the only way to consistently keep track of your registrations and continuing education credits!!!

PLUS - Some events may REQUIRE you to be signed in.

If you forget your password, you can request a reset.

If you have never signed in, or created a profile, you can create one before registering.
After signing in and clicking “Register”

Select Your Attendee Type, then click “Next”

Review Your Attendee Info

Review your information and add any information necessary.

If you’ve changed information and want it saved in your profile, click the “update” box then click “Next”

Finally, Make your registration selections, as prompted by the instructions; some tickets require a choice; some tickets are optional add-ons; you can add related products as well.

Use the “(more)” option to see details about registration categories or related products

You can then save and add another attendee, or save and move to the payment and review area.
You’ll need to review your information at the top of the Payment area.

**PAYMENT TYPE**

There are two (2) payment options:

- CREDIT CARD
- BILL ME

Select Credit Card to enter your card info and submit your transaction in our secure and fully-integrated payment processing.

We accept MC, VISA, AMEX and DISCOVER

Select BILL ME if you are paying with a municipal purchase order or wish to pay by check.

Regardless of payment type, the system requires a billing address.

you can use the easy check-box to copy your information here if it’s the same as above

When done in this window, click “Proceed to Confirmation”
You will have a final chance to review everything before clicking “COMPLETE ORDER”.

From here, you can also hover over or click the shopping cart icon to add or remove things from your cart.

Remember to click COMPLETE ORDER at the bottom of this page.
Once complete, you’ll see a thank you message.

An **INVOICE** will automatically be emailed to the email address you provided in the payment portion of your registration.

If you selected **BILL ME** as your option, you should remit your payment to the address shown on the invoice.

If you paid by credit card, you will still get this, but it will show a **ZERO balance**.

You’ll now be able to view your registration(s), reprint your confirmation, and event pay your open invoice(s) (with a credit card) from the ‘**MANAGE PROFILE**’ area.