How do use Guest Registration

Ready to register for the Month of MASFAA Virtual Conference? We are excited to provide registration by institution/organization! Only one person from each institution will complete the registration process; however, they will also need to include information for each person attending from their organization. Make sure to review the instructions below to ensure a smooth process and the inclusion of all conference participants from your organization or institution!

Step One

Begin the registration process and enter all required information until you come to the Add Guest button.

> **GUESTS REGISTRATION**
>
> No guest registration entered
>
> [ADD GUEST]

Step Two

Click the Add Guest button and enter information for the first person from your office. **Make sure you are including an e-mail address for each guest.** After you have entered your first guest, click the Done button.

Helpful hint: Gather all contact information for each participant before beginning the process of adding guests. Please note, this is your only option to add guests yourself—any changes after you submit the registration can only be done via e-mail.

Step Three

You should now see a list of your guests. To add an another guest, click the Add Guest button.

> **GUESTS REGISTRATION**
>
> | Name | Email | Price | |
> |------|-------|-------|---|
> | Jones, MASFAA | jones@masfaaweb.org | | ✏ Edit ✖ Remove |
>
> [ADD GUEST]
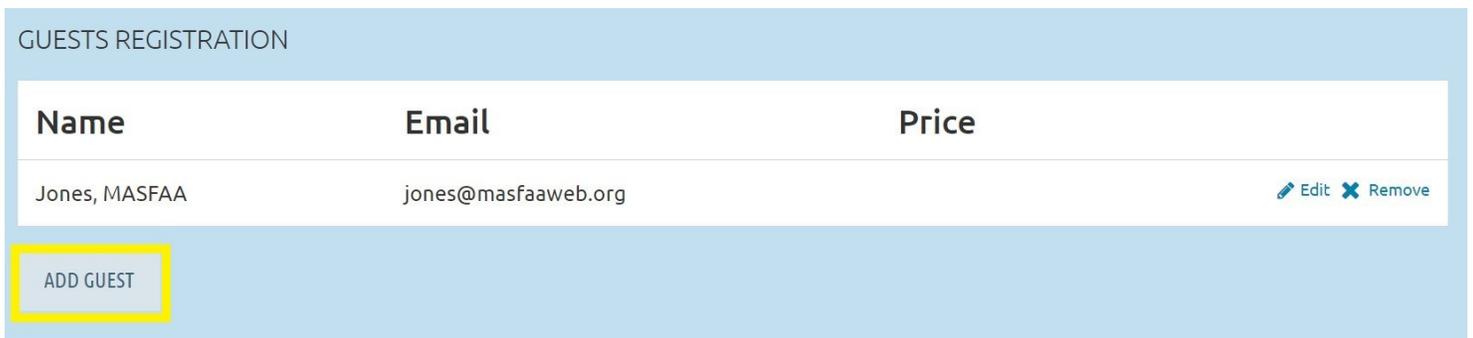
Step Four

Have you added everyone from your institution who will participate in the Month of MASFAA? Select Next to complete the registration process.

Have any questions about this process or have someone to add after you have completed registration?

Send an e-mail to communications@masfaaweb.net for assistance.

MASFAA
Live from your sofa.