

1. After clicking the register button, type in the email of the first person you want to register for the event. Note: the email address entered here will automatically be registered for the event, so if you are not planning to attend, please do not use your email. Use only an email address for someone who will be attending the event.
*This is also the email that will receive the event invoice. See below regarding how to get a copy of the invoice if you are the billing coordinator and not attending.

Enter registrant email * Mandatory fields

* Email

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

2. To continue as a guest, select your registration type then click next.

Choose registration type * Mandatory fields

 Your email is already in our database. You can log in to auto-fill your contact information or proceed with the registration without logging in.

Registration **Full Registration MBRS & STATE/FED AGENCY - \$225.00**
 Full Registration Non-Members - \$265.00

3. Complete the first form you see with information for the first registrant.

Enter registration information * Mandatory fields

Prefix

First name

Last name

Organization

Address 1

Address 2

Address 3

City

State

Zip

Email

- Click on “add guest” to register more than one person on one registration form. Note: One email cannot be used for multiple registrations. This is important when using the virtual platform because we need individual emails to send Zoom join links.

No guest registration entered

Add guest \$225.00 (USD) each

Cancel

Back

Next

- Complete the guest information and click done. You will see the guest(s) added below the first registrant’s information. Click next to select a payment option. See payment steps [here](#).

Name	Email	Price	
Henley, Lisa	lhenley@twca.org	\$225.00 (USD)	Edit Remove
Add guest \$225.00 (USD) each			

Forwarding Invoices & Receipts

*INVOICES

Because registrations are linked to registrants’ emails, invoice notices will also go to the first registrant’s email tied to the registration. If you would like to receive the invoice for the payment, please contact barledge@twca.org and she can forward the information to the administrator.

CREDIT CARD PAYMENT RECEIPTS

If you wish to pay online, the payment confirmation will also go to the email addresses in the registration form. If the administrative contact would like the payment receipt, please contact barledge@twca.org and she can forward the information to the administrator.