



Attendee Online Registration Tutorial

What do I need to register?

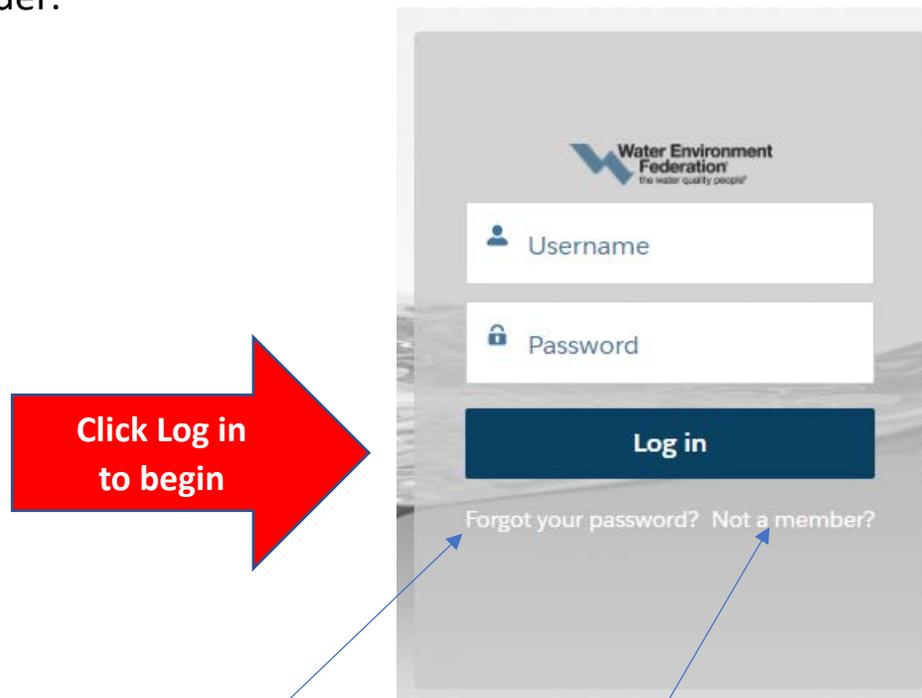
- WEF account login information
- A unique email address is required for each registrant
- A credit card (Visa, MasterCard or American Express)

Welcome to Attendee Registration: Logging In

[Log in and Register](#) If the embedded hyperlink doesn't work, copy & paste:

<https://registration.experientevent.com/ShowWEF226/> in your browser.

- WEF Members can login with their Username and Password (email address and password)
- Nonmembers can create a free user account if you do not already have one.
- After logging in, you will be redirected to Maritz Global Events, WEF's official registration provider.



TIPS:

- Your Username is the email address used when you created your WEF account.
- Click "Forgot your password?" to reset it.
- Click "Not a member?" to create a new user account.
- Need help logging in? Email WEF Customer Service at csc@wef.org

Complete Attendee Information on the Welcome Page

- Profile
- Emergency contact information
- SMS Alerts
- Review and Accept Terms and Waiver
- Tell us about yourself (fill out demographics) - Click on arrows for drop down menus.

Read and Sign Waiver

Welcome to Online Registration

Please complete the following fields and click Next.

Please be aware that your application will time out after 20 minutes of inactivity.

* indicates required fields.

Promocode

* First Name Middle

* Last Name

Title * Company

* Address Address 2

Zip/Postal Code * City

State/Province * Country

* Phone Number



Assumption of Risk

ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY
RELATING TO EVENT ACCESS BY PARTICIPANTS

COVID-19 has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. It has been reported that people can be infected, show no symptoms, and still spread the disease. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Governmental restrictions may change at any time without prior notice. As such, the Water Environment Federation (WEF®) cannot guarantee eligibility to travel or to participate in the 2022 WEF/AWWA Utility Management Conference ("Event") if restrictions change.

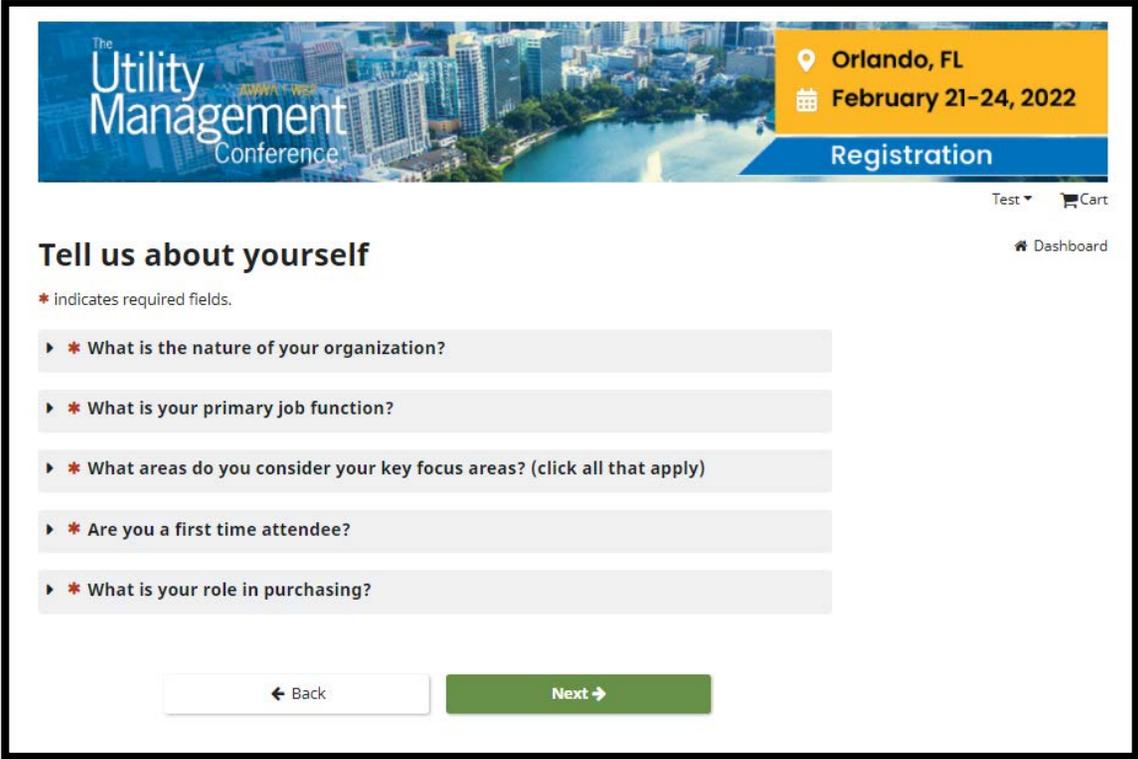
WEF and its agents, and the Hyatt Regency Grand Cypress (collectively "Entities") will seek to implement preventative measures to reduce the spread of COVID-19 consistent with the guidance and recommendations of public health agencies for slowing the transmission and exposure to COVID-19 including, but not limited to, providing proof of vaccination or a **negative COVID-19 test result** for all Event participants and sanitation procedures and physical distancing measures at and during the Event.

WEF cannot prevent Event Attendees from becoming exposed to, contracting, or spreading COVID-19 while attending its Events and/or entering onto premises where WEF's Events are held. It is not possible to prevent against the presence of the disease. Therefore, if Event Attendees choose to attend a conference organized by WEF and enter onto premises where its Events are held, they may be exposing themselves to and/or increasing your risk of contracting or spreading COVID-19.

By signing this Assumption of the Risk and Waiver of Liability Relating to Event Access By Participants, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by accessing the Event and that such exposure or infection may result in personal injury, illness, permanent disability, and death. The conference is of such value to me that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to attend in-person. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Entities, their respective employees, agents, contractors, volunteers, and other Event participants. I agree to abide by all preventative measures (collectively "Measures") put in place by

Tell us about yourself

- Click the arrows  to complete the required fields



The screenshot shows a registration page for 'The Utility Management Conference' in Orlando, FL, from February 21-24, 2022. The page title is 'Tell us about yourself'. A legend indicates that an asterisk (*) denotes required fields. There are five required questions, each with a dropdown arrow icon:

- ▶ * What is the nature of your organization?
- ▶ * What is your primary job function?
- ▶ * What areas do you consider your key focus areas? (click all that apply)
- ▶ * Are you a first time attendee?
- ▶ * What is your role in purchasing?

At the bottom, there are two buttons: a white 'Back' button with a left arrow and a green 'Next' button with a right arrow.

Confirm Registration Type

- Enter Promocode if you haven't already or **leave it blank** if you do not have one.
- Choose Registration Type (click + for more information)
- Click "Next" to Proceed

Registration Type

Please select your registration type, by clicking on the title of the registration you would like to purchase. Workshop options will be displayed on the following page.

Promocode

Apply Code

Full Conference

	Super Saver By Jan 14	Standard On/After Jan 15
<input type="radio"/> Full Conference (Nonmember) + More Info	\$995.00	\$1,295.00
<input type="radio"/> Student: Full Conference (Nonmember) + More Info	\$225.00	\$290.00

One Day Conference

	Super Saver By Jan 14	Standard On/After Jan 15
<input type="radio"/> Tuesday: One Day Conference (Nonmember) + More Info	\$535.00	\$660.00
<input type="radio"/> Wednesday: One Day Conference (Nonmember) + More Info	\$535.00	\$660.00
<input type="radio"/> Thursday: One Day Conference (Nonmember) + More Info	\$200.00	\$200.00

Event Only

	Super Saver By Jan 14	Standard On/After Jan 15
<input type="radio"/> Workshop Only (Nonmember) + More Info		

Add Your Events: Workshops

- Click “Add” to select or remove an event.
- Click the buttons to filter your selections.
- Click on the same button to de-select that specific filter group.
- Click the title of the Event for more information.

Events are not included with conference registration.

Your Events

Note: Workshops are not included with Conference Registration.

	Super Saver By Jan 14	Standard On/After Jan 15
MONDAY, FEBRUARY 21, 2022 8:30 AM - 12:00 PM		
<input type="checkbox"/> Add	WKB - Communicating to Decision Makers: Getting Your Staff To Understand	\$129.00 \$150.00
<input type="checkbox"/> Add	WKC - Smart Water Utility Framework and Maturity Assessment Workshop	\$129.00 \$150.00
<input type="checkbox"/> Add	WKD - AWWA M5 Manual - Water Utility Management, 'What You Should Probably Know.'	\$129.00 \$150.00
MONDAY, FEBRUARY 21, 2022 8:30 AM - 5:00 PM		
<input type="checkbox"/> Add	WKA - Solving the Affordability Riddle: Creating a Framework for Customer Assistance Programs that Bridge Legal Barriers and are Financially Sound	\$209.00 \$229.00
MONDAY, FEBRUARY 21, 2022 1:30 PM - 5:00 PM		
<input type="checkbox"/> Add	WKE - Workforce Development - Developing the Whole Person	\$129.00 \$150.00
<input type="checkbox"/> Add	WKF - Combining Traditional SCADA with Contemporary Analytics: Big Data Finally Yields Big Benefits	\$129.00 \$150.00
<input type="checkbox"/> Add	WKG - A Practical and Concise Approach to Developing an Effective Strategic Asset Management Plan	\$129.00 \$150.00

Review and Check Out

- Click the drop down menu arrows to review information
- At the bottom of the page, click “Pay Now” to proceed.

Review and Check Out

Test Test's Cart ➕ Add Items

Registration (Full Conference) 	\$995.00
Balance Due	\$995.00

▸ Profile & Badge

▸ Assumption of Risk

▸ Tell us about yourself

Payment

Selecting "Pay Now" below will redirect you to our SecuRemit Payment site where you may enter your credit card information. Completing the payment process will return you to this website.

By continuing forward, I authorize Water Environment Federation to charge my credit card for the total amount above.

SSL Certificate

[← Back](#) [Pay Now →](#)

Payment

- Review Summary of Charges
- Fill out credit card and billing information. **Amerian Express, Visa or Mastercard are accepted**
- Click the green submit button

Not Accepted: Checks, Wire Transfers and Purchase Orders

WEF/AWWA Utility Management Conference 2022

Please enter your credit card information below and press the "Submit" button.

Summary of Charges	Cards Accepted:
Registration Total \$995.00	  
Total Amount Due: \$995.00	American Express Visa MasterCard

Credit Card Information

Test Test

You may optionally select a payor to automatically populate your billing information.

Credit Card # *	Exp Month *	Exp Year *	CVV # More Info *
Credit Card Number	01 Jan	2021	CVV #
First Name *	Last Name *	Company	
Test	Test	Test Company	
Billing Address *	Billing Address2		
123 test	Address 2		
Billing Postal Code *	Billing City *		
8Y8 N2Y	ontario		
Billing State / Province	Billing Country *		
Ontario	Canada		
Email			
tatest@wef.org			



Questions?

Registration Live Chat Help: Click on “*Live Chat*” button at bottom right corner of each section

Registration Customer Care:

- [E-mail Customer Service](#)
- Globally: +1-864-515-6680
Monday – Friday, 9:00 AM – 5:00 PM Eastern

WEF Membership or Login Questions:

- csc@wef.org
- Toll Free: 1-800-666-0206
- Globally: +1-571-830-1545
Monday – Friday, 8:30 AM – 5:00 PM Eastern