

### **Attendee Online Registration Tutorial**

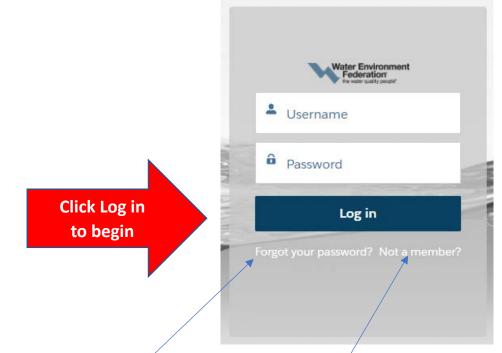
#### What do I need to register?

- 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: <u>https://registration.experientevent.com/ShowWEF226/</u> 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 <u>csc@wef.org</u>

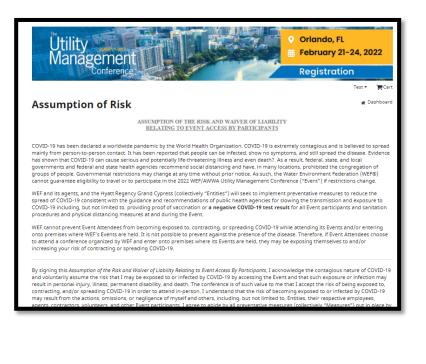
### **Enter Promocode and Complete Attendee Information on the**

#### Welcome Page

- Enter Discount Promocode: YPSUM22 and click Apply Code
- Profile
- Emergency contact information and SMS Alerts
- Review and Accept Terms and Waiver
- Tell us about yourself (fill out demographics) Click on arrows for drop down menus.

Welcome to Online F	Registration
Please complete the following fields and cli	ick Ney .
Please be aware that your application will t	iny out after 20 minutes of inactivity.
<ul> <li>indicates required fields.</li> </ul>	
Promocode	
YPSUM22	
Apply Code Remove Code(s)	
Applied Codes: YPSUM22	
* First Name	Middle
* Last Name	
LAST NAME IS REQUIRED	
Title	* Company
* Address	Address 2
Zip/Postal Code	* City
State/Province	* Country
Please Select >	United States >
* Phone Number	
* Email	* Confirm Email

#### **Read and Sign Waiver**



#### Tell us about yourself

• Click the arrows **b** to complete the required fields

Management	Orlando, FL February 21-24, 2022 Registration
	Test 🔻 🏲 Cart
Tell us about yourself	🖀 Dashboard
* indicates required fields.	
* 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?	
← Back Next →	

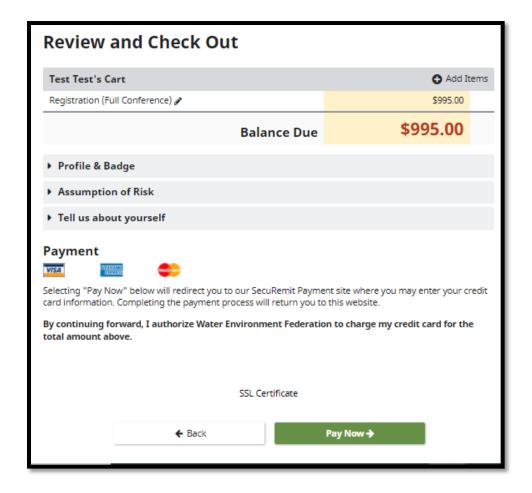
#### **Confirm Registration Type**

- Your promocode should already be applied and displayed below the Apply Code button
- Choose Registration Type (click + for more information)
- Click "Next" to Proceed

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.							
Promoc	code						
	y Code Remove Code(s) I Codes: YPSUM22						
YP Su	ummit + UMC Full Conference						
		Super Saver By Jan 14	Standard On/After Jan 15				
0	Young Professional: YP Summit + UMC Full Conference (Nonmember) O More Info	\$275.00	\$275.00				
YP Su	ımmit Only						
		Super Saver By Jan 14	<b>Standard</b> On/After Jan 15				
0	Young Professional: YP Summit Only (Nonmember) O More Info	\$180.00	\$180.00				
0	Student: YP Summit Only (Nonmember) O More Info	\$160.00	\$160.00				
			_				
	+ Back	Next 🗲					

#### **Review and Check Out**

- Click the drop down menu arrows to review informtion
- At the bottom of the page, click "Pay Now" to proceed.



#### **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

Summary of Charges		Card	s Acce	epted:			About SecuRemit™		
Registration Total	\$995.00	04218-0223 10142-00		VISA			The security of our customers'		
Total Amount Due:	\$995.00	America Expres		/isa M	asterC	ard	personal information is a priority at		
							Experient. To protect this information,		
Credit Card Information	n						we have created a PCI DSS		
Test Test						~	compliant environment named SecuRemit™.		
You may optionally select a payor to autor	natically populate you	r billing Infon	mation.				Securcentit .		
Credit Card # 🔹	Exp Month 🔹		Exp Year			CVV # More Into .	Companies who conform to the		
Credit Card Number	01 Jan	~	2021		~	CVV #	guidelines set forth in the Payment		
First Name 🔹	Last Name 🔹			Company			Card Industry Data Security Standard (PCI DSS) have taken the rigorous		
Test	Test	Test		Test Com	Dompany		steps necessary to provide customers		
		Dilling	ddaaaa				with protection against credit card		
Billing Address • 123 test		Addres	ddress2				fraud and other security threats		
120 123							involving credit card payments and		
Billing Postal Code •		Billing C					data storage.		
8Y8 N2Y		ontario	0						
Billing State / Province	Billing Country •					©2008 - 2021 Experient, Inc.			
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