

How to Register for the 2021 NEAFCS Annual Session – In-Person or Virtual

First, decide if you are registering to attend the event in-person in Michigan this year, or if you will participate virtually only. Select the proper registration link from the Annual Session page:

<https://www.neafcs.org/2021-annual-session>.

For In-Person Registration:

1. On the first page, you'll be asked to indicate you are aware of the change in date format for 2021. Click Next.
2. Please make sure you read ALL of the instructions throughout the form. Click the gray "Register Yourself" button to continue.
3. When the page loads, you will see pre-populated information if you are logged in as a Member of NEAFCS. If you are not a current member, you will have to fill in each field. Members should review their information, which is taken directly from your member profile, and update anything that is no longer correct.
4. Next, click the appropriate checkbox(es) to indicate your Attendee Type.
5. Select your Hotel Reservation option.
6. If you have any special dietary needs, please indicate them by checking the appropriate box(es) and then filling in the text box if you have any other special needs.
7. If you are a Life Member, and logged in, you will see a special à la carte option. You can select these options, or scroll further down to select a Full Registration.
8. You are the primary registrant. Select your attendance option and then, if you are bringing a Guest, select their registration option. (If you select Spouse/Guest, you will be prompted to enter their name, email address, and state.)
9. If you are purchasing single day tickets instead of a full registration, please indicate that by using the checkboxes.
10. If you are a FCS Program Leader, you should skip the previous sections and go to this section. You'll need to decide if you want to attend just the 2 day FCS Program Leaders meeting, or if you wish to attend that plus the full registration at the Annual Session. Select Option 1 or 2.
11. Pre-Conference Workshops are next. If you wish to attend one, you will need to select that here. There is an additional fee for these workshops. The price is listed on the screen. These workshops are just for the Primary Attendee.
12. In-Depth Sessions are also an additional ticketed item. The available sessions are listed with their price. Please select which one you wish to attend (if any) as the Primary Registrant. If you are taking a guest (see #8 above) who wants to attend an in-depth session, select which one they wish to attend under the "Guest ONLY In-Depth Session Ticket" header.
13. Your last option for tickets are the individual tickets for the Tuesday Welcome Event and the Friday Awards Banquet. You get 1 each of these tickets with your Full Registration (if you selected that), but you can buy extra tickets for a guest/spouse or you can add these tickets to other options you may have selected above.
14. Click Next to continue.

15. If you are interested in joining one of our National Committees, please use the checkboxes to tell us which one(s) you wish to sign up for.
16. Click Next to continue.
17. Review the policies and click the button that says you agree. Then click Next to continue.
18. This is the Summary page. If you have a DISCOUNT CODE, you must enter it here. If you do not enter it here, you cannot enter it later. Please enter any code you have and click “Apply” to apply the code to your cart.
19. Scroll down and review all of your information that you are going to submit for your registration. Prices will appear next to your selections and total at the bottom. If you entered a code above, make sure the totals are now reflecting the appropriate discount. If you find that anything is wrong, click the gray “Previous” button to go back and fix the errors. Then, return to this screen and click Next to continue.
20. On the Payment Screen you have a drop down box with two options. You can Pay Now or choose Invoice Me. If you choose Pay Now you will be taken to a payment screen where you can pay with a major credit card. If you wish to pay via check, phone, fax, or mail, select Invoice Me. The system will automatically send you an invoice after you submit your registration that you can use to pay. Step by step instructions on how to access your invoice are [available here](#).
21. Confirm which email address you wish the invoice to go to if you are not paying online right now. Then click “Pay Later”.

For Virtual Only Registration:

1. On the first page, you’ll be asked to indicate you are aware of the change in date format for 2021. Click Next.
2. Please make sure you read ALL of the instructions throughout the form. Click the gray “Register Yourself” button to continue.
3. When the page loads, you will see pre-populated information if you are logged in as a Member of NEAFCS. If you are not a current member, you will have to fill in each field. Members should review their information, which is taken directly from your member profile, and update anything that is no longer correct.
4. Next, click the appropriate checkbox(es) to indicate your Attendee Type.
5. Finally, choose your Type of Conference Attendance. Then click Next to continue.
6. If you are interested in joining one of our National Committees, please use the checkboxes to tell us which one(s) you wish to sign up for. Click Next to continue.
7. Review the policies and click the button that says you agree. Then click Next to continue.
8. This is the Summary page. If you have a DISCOUNT CODE, you must enter it here. If you do not enter it here, you cannot enter it later. Please enter any code you have and click “Apply” to apply the code to your cart.
9. Scroll down and review all of your information that you are going to submit for your registration. The price will appear next to your selection and total at the bottom. If you entered a code above, make sure the total now reflects the appropriate discount. If you find that anything is wrong, click the gray “Previous” button to go back and fix the errors. Then, return to this screen and click Next to continue.
10. On the Payment Screen you have a drop down box with two options. You can Pay Now or choose Invoice Me. If you choose Pay Now you will be taken to a payment screen where you can

pay with a major credit card. If you wish to pay via check, phone, fax, or mail, select Invoice Me. The system will automatically send you an invoice after you submit your registration that you can use to pay. Step by step instructions on how to access your invoice are [available here](#).

11. Confirm which email address you wish the invoice to go to if you are not paying online right now. Then click "Pay Later".