

How To Register for the 2022 NEAFCS Annual Session

For Current Members of NEAFCS –

1. Log into the NEAFCS website at <https://www.neafcs.org/login>
2. Go to the Registration Portal at <https://neafcs.memberclicks.net/2022annualsessionreg>
3. As long as you successfully logged in first, you will only be shown member pricing. If you are not seeing member pricing, please check that you are logged in. If you have problems logging in, contact membership@neafcs.org for assistance.
4. If you are a current Life Member, you will see a special a la carte section where you may choose what events you wish to attend if you do not wish to purchase a full registration.
5. Please make sure you have your Hotel Confirmation Number before you start the registration process as well as any Registration Discount Codes you may have been given (Awards, Scholarships, Speaker Stipends, etc.).
6. Carefully read all of the information at the top of the screen. Make sure you know that once you submit your registration you cannot make changes to it yourself.
7. You may register yourself AND register a guest using this form. If you are registering a guest, please register yourself first and then add your guest's registration. You do this by using the buttons "Register Yourself" and "Register Guest".
8. Once you click on Register Yourself, the form will expand to offer you all of the available options. Your contact information will automatically fill the fields on the registration form from your Member Profile. If any information is missing, or incorrect, please add it or update here. These changes will automatically be applied to your membership profile.
9. Please select your Attendee Type from the available options choosing "None of the Above" if none of them apply to you.
10. Select the option that applies to you for the Hotel Reservation and Housing Fee. If you are staying at one of the host hotels, select that and enter your Hotel Confirmation Number. If you are staying at another hotel, select that option and it will apply the \$300 Housing Fee charge. If you are local and driving in each day, please select that option.
11. Next, please select what food allergies you have that we need to be aware of. New this year: Menus are available to you via the link just above the options. Please review those before making your selections.
12. **If you a Program Leader, please be aware that there is a special option for your Full Registration PLUS Program Leaders just a little further down. Choose that option and NOT the Full Conference Registration.** If you are **not** a Program Leader, please

select "Full Conference Registration" **OR** choose from the "In-Person Single Day(s) Registration" options.

13. The next item that can be registered for are the Pre-Conference Workshops. The default setting is "None" but if you wish to add one of these items to your registration, choose from the available options.
14. In-Depth Sessions are next. These are additional sessions you can sign up for if you like. The default setting is "None" but you may select which session you wish to purchase a ticket for from the options on the screen.
15. The last item on the form are EXTRA tickets to the Monday Welcome Event and the Thursday Awards Banquet. If you have already chosen a Full Registration you will receive each of these tickets in your packet. However, you may wish to purchase an extra ticket here if someone is accompanying you who is NOT getting a Guest Registration.
16. If you are NOT registering a Guest at this time, click on "Next" to proceed. If you are registering a guest, you can do that now by clicking on "Register Guest". The page will expand to provide you with the options of a guest registration. Fill out the required fields for your Guest and then click "Next" to proceed.
17. This page of the registration is for you to indicate if you have interest in joining any committees. If you do, please mark them on this page and click "Next" to proceed.
18. The next page is Policies. We ask that you please read ALL of the policies on this page and then click the acknowledgement that you have read them before clicking "Next" to proceed. You will be held to all of these policies by registering for the Annual Session.
19. On the Summary Page you will see a summary of the items you have chosen to select for your registration along with the prices. If you have a discount code, this is the page you need to enter it on. At the top of the page is a field for you to enter your Discount Code. Type it into the field and then click APPLY (if you do not click Apply it will not apply the code and you will not receive your discount). The page should refresh, and the pricing should be updated to indicate the reduced amount. If the amount has not been reduced, if you receive an error, or if the amount is wrong, please DO NOT COMPLETE YOUR REGISTRATION. Contact us at membership@neafcs.org for assistance.
20. Once the Total at the bottom of the screen matches what you expected, click "Next".
21. The Payment Screen allows you to tell us how you plan to pay. You can choose to Pay Now or Invoice Me.
 - a. If you select Pay Now, the page will expand to give you a credit card form to fill out. Once you submit your payment the screen will refresh to give you a confirmation page you can print. You will also receive an email copy of the confirmation for your records.

- b. If you select Invoice Me, a button will appear that says “Pay Later” that you will click, and the system will finalize your registration and give you a confirmation page we recommend you print. The system will then email you a copy of this confirmation and an invoice. Once you receive the invoice, you can print it and use it to mail in payment or you can click Pay on the invoice and pay right online.

For Non-Members –

1. Go to the Registration Portal at <https://neafcs.memberclicks.net/2022annualsessionreg>
2. If you attended NEAFCS Annual Session in 2021, you most likely have a profile set up and you should log in with that information. If you did not attend last year you will need to fill out the New User section with your email address and click “Register”. This registers you with the MemberClicks system so that you have a basic profile and can register for the event.
3. A pop-up window will ask you to enter a password. Please make sure you choose something you can easily remember.
4. Now you are logged in as a non-member and can register for Annual Session.
5. Please make sure you have your Hotel Confirmation Number before you start the registration process.
6. Carefully read all of the information at the top of the screen. Make sure you know that once you submit your registration you cannot make changes to it yourself.
7. You may register yourself AND register a guest using this form. If you are registering a guest, please register yourself first and then add your guest’s registration. You do this by using the buttons “Register Yourself” and “Register Guest”.
8. Once you click on Register Yourself, the form will expand to offer you all of the available options. You must enter in information for any field with an asterisk as these are required fields. For “Affiliate” please choose the state you are in. For “Region”, please look at the list of what states are in what Region and select the correct Region for your state.
9. Please select your Attendee Type from the available options choosing “None of the Above” if none of them apply to you.
10. Select the option that applies to you for the Hotel Reservation and Housing Fee. If you are staying at one of the host hotels, select that and enter your Hotel Confirmation Number. If you are staying at another hotel, select that option and it will apply the \$300 Housing Fee charge. If you are local and driving in each day, please select that option.
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and an invoice. Once you receive the invoice, you can print it and use it to mail in payment or you can click Pay on the invoice and pay right online.