How do I edit my conference registration/view my conference itinerary?

- Log into your account
- From our home page, under For Members, select Payments & History



- Select the Event Registrations tab
- Click the pencil icon to edit the registration
- Click the printer icon to view your itinerary

Profile	Invoices Event Registrations A	Aembership \$ Donation History		
B Information & Settings	Upcoming Events	Event Name		
Payments & History	Wednesday, November 15, 2023	The Annual Conference 2023 🟥		
E Content & Features	Attendee Name (Sessions)		Registration ID	Print
	 HR & Financial Strategy in The New Economy (Strategic Workforces) The Stay Conversation: Making Engagement Personal (Strategic Workforces) Leading Culture Transformation: Your Blueprint to Creating and Sustaining a Thriving Culture (Strategic Workforces) Leadership is Everyone's Business (Strategic Workforces) Values-Based Compensation, A Case Study (Strategic Workforces) 		24158013	Ð

How do I add an additional attendee?

Each attendee must have their own account to register for the conference. Please <u>click here to sign up</u> for an account. Animal Welfare Professional members who are registered for the conference are invited to bring one nonmember at a 25% discount. Members will receive the discount code to share with your colleague via email. Email <u>membership@theaawa.org</u> with your questions.

How do I add a guest social package?

- Log into your account
- From our home page, under For Members, select Payments & History



- Select the Event Registrations tab
- Click the pencil icon to edit the registration

9 Profile	Invoices Event Registrations A	Membership \$ Donation History		
6 Information & Settings	Upcoming Events Event Name			
Payments & History	Wednesday, November 15, 2023	The Annual Conference 2023 🖺		
I Content & Features	Attendee Name (Sessions)		Registration ID	Print
	 HR & Financial Strategy in TI The Stay Conversation: Mak Leading Culture Transforma Thriving Culture (Strategic Workf Leadership is Everyone's Bus Values-Based Compensation 	24158013	a	

- Verify your attendee info & click **Next**
- Enter how many guest packages you need in the Quantity field

PLEASE SELECT ONE OF THE FOLLOWING (REQUIRE	(D)	
The Annual Conference 2023 (Through 0	October 1) Regularly: \$1,499.00 Your Price: \$279.00	
RELATED PRODUCTS		
QUANTITY	DESCRIPTION	
	2023 Fall Conference Guest Social Package	Price: \$150.0

Click Save & Proceed to Checkout

How do I find my conference receipt?

- Log into your account
- From our home page, under For Members, select Payments & History



- Select the **Invoices** tab
- Make sure Store & Events is selected
- In the Filter by status dropdown, select Any Status
- The icon to the left of the order date will allow you to View/Print your invoice

Profile	Invoices	Event Regist	rations 🛔 Memb	ership \$ Donation Histor	y		
Apple 1 Information & Settings	Filter by stat	tus: Any Status	~ }~				
Payments & History	> D	Order Date	Status	Name on Invoice	Invoice Type	Total	Balance
E Content & Features	_ @ 4	8/18/2023	Processed	Amanda Huggett	Event Registration	\$479.00	\$0.00
	0	4/26/2023	Processed	Ashleigh Leader	Event Registration	\$89.97	\$0.00