

# Registration: How to Add Family Members

1. Confirm your registration is paid and you have [Attendee Service Center](#) (ASC) login information.
  - a. This information is available in your registration confirmation email. Images below illustrate login info and paid balance from a registration confirmation email
  - b. Basic Training Badges **can** log in to the ASC, but **cannot** add guests or optional activities, meals or events

2. Visit the Attendee Service Center

Visit the [Attendee Service Center](#) (ASC) to preview the exhibition hall floor plan and exhibiting vendors prior to arriving at the conference. You can also view the Attendee Directory to see who else is attending. The ASC can also help you register guests and youth; see additional information below. Other features of the ASC include: downloading a copy of your registration invoice and downloading training session records (available post-conference).

[Attendee Service Center \(ASC\)](#)

Login: [REDACTED]  
Password: [REDACTED]

You're registered for:

Sales Date	Description	Unit Price	Qty	Gross Amount
01/10/18	*Conference Badge - FBINAA Member	\$375.00	1	\$375.00
01/10/18	*Welcome Event - Included Saturday, July 21, 5:00 PM - 7:30 PM	\$0.00	1	\$0.00
01/10/18	*Lunch Ticket #1 Sunday, July 22, 12:00 PM - 1:00 PM	\$0.00	1	\$0.00
01/10/18	*Lunch Ticket #2 Monday, July 23, 12:00 PM - 1:00 PM	\$0.00	1	\$0.00
01/10/18	*Lunch Ticket #3 Tuesday, July 24, 12:00 PM - 1:00 PM	\$0.00	1	\$0.00
<b>Total Sales</b>				<b>\$375.00</b>
01/10/18	Payment By VISA			(\$375.00)
<b>Balance Due</b>				<b>\$0.00</b>

2. Once you are logged in, click **Registration Edit** menu to add Family Members
  - a. Then click **Edit** next to your name; see orange circles in the image below

CONFERENCE BADGE

ATTENDEE SERVICE CENTER

Welcome To The Attendee Service Center

Registration Edit

Registration Payment

Attendee Directory

Documents

Logout

EXHIBITOR FLOOR PLAN

EXHIBITOR LIST


## Registration Edit

**For Conference Badges Only:**

To add a Family Badge click the **Edit** link below to make changes to your registration. Click **Continue** at the bottom of the first page. On the second page, look for the **Family Badge checkboxes** to indicate how many guests you are bringing. Click **Continue** on the bottom of each page until you submit payment with the **Complete Registration** button.

**For Conference and Basic Training Badges:**

Please note, if you make any changes to the form they will not be saved unless you click all the way through the form and click **Complete Registration** on the final page.

#	Create Date	Attendee Name	Edit	Confirmation
1	01/10/2018	Christopher Speranza	Edit	

3. Click **Continue** at the bottom of the first page; see orange circle in the image below
  - a. The first page contains all your registrant information. Most of this information cannot be changed except the survey questions

**How did you hear about this event? (REQUIRED)**

- Conference website
- Email
- Colleague
- My agency/department
- Other

**Questions, comments, accessibility or special service requests?** Contact the Conference Helpline at [conference@fbinaa.org](mailto:conference@fbinaa.org) or (800) 941-8840.

**Need Information?** Visit the conference website here <http://fbinaa2018.com>

4. On the second page of the form, click **Family Badge(s)** to indicate you are bring guests
  - a. Then click **Family Badge 1**, etc. to indicate how many guests you are bringing; see orange circle below
  - b. If you need to add any Optional Events or Activities for **YOUR** registration only, click the checkboxes lower on the page

## Registration Edit

**Registration Fees**

Please Select From the Appropriate Registration Fee(s) from Below:

Family Registrations can be added through the Attendee Service Center (ASC). You will have access to the ASC after you complete and pay for your registration.

Optional Activities are added through the ASC. If you are currently in the ASC, please select items for yourself on this page only. You can select items for your guest on the next page, if applicable.

	CONFERENCE & TRAINING BADGES	BEFORE MARCH 31
<input checked="" type="checkbox"/>	*Conference Badge - FBINAA Member	\$375.00
<input type="checkbox"/>	*Conference Badge - FBI Agent/Training Technician	\$375.00
	FAMILY REGISTRATION FEES	PRICE
<input checked="" type="checkbox"/>	Family Badge(s)	
<input checked="" type="checkbox"/>	Family Badge 1	Package to be Selected
<input type="checkbox"/>	Family Badge 2	Package to be Selected

5. The next page will be titled **Family Badge Registration**
  - a. Input the information for the number of guests you indicated on the previous page of the form
  - b. There is only one Family Badge type, so that will already be selected for you. Review and add Optional Events and Activities per guest using the checkboxes below their name and information

## Registration Edit

Family Badge Registration

Please Enter Guest's Information Below

If no email address is available for your guest/youth, please enter your own email address to continue.

Guest Number 1

First Name

Last Name

City

State

Name to Appear on Badge (First Name Only)

Email Address

Cell Phone

✓	FAMILY BADGES	BEFORE MARCH 31
☑	Family Badge* Member	\$125.00

6. Click **Continue** button on the bottom of this page, and each subsequent page until you get to the **Payment** page.
  - a. Input your payment information and click **Complete Registration** to finalize and save your information

7. If you encounter problems on the payment page, change the **Payment Method** dropdown menu to **Send Invoice**, check the required boxes below, then click **Complete Registration**. This will save your guests in the system.
- a. You can then call the Conference Helpline at 800-941-8840 to assist with payment; see orange circle below


## Registration Edit

### Payment Collection

If you choose to **Send Invoice** or pay by **Purchase Order** you have the option to add an email address for an alternate contact to whom you would forward your invoice and registration information in order to make your registration payment. This will email both you and the alternate contact your registration confirmation and invoice displaying a balance due.

**Amount Due:** \$225.00

Accepted Credit Cards



**Payment Method\***

FBI National Academy Associates, Inc.  
ATTN: Denise MacLane  
FBI Academy  
Quantico, VA 22135