

# FBINAA National Annual Training Conference

## Registration: How to Add Family Members & Guests

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. Below are examples of 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]

**Example Only**

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		\$0.00
01/10/18	*Lunch Ticket #2 Monday, July 23, 12:00 PM - 1:00 PM	\$0.00		\$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>

**Example Only**

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

**In This Section**

- Attendee Service Center
- Welcome To The Attendee Service Center
- Registration Edit**
- Individual Payment
- Group Payment
- Group Management
- Attendee Directory
- Documents
- Logout

### 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		TestFirst12 TestLast12	<b>Edit</b>	

Questions? Contact registration services at [conference@fbinaa.org](mailto:conference@fbinaa.org) or (800) 941-8840.

3. Click **Continue** at the bottom of the first page; see the orange circle in the image below
  - a. The first page contains your (the primary attendee's) information. Most of this information cannot be changed except for 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>

**Continue**

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

Example  
Only

	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 **Primary Attendee Add-ons**.
  - a. Here you can select activities you (the primary attendee) want to attend. You may already see some activities selected. This is only for you (the primary attendee). Tickets are not transferable.
  - b. If you would like to remove any activity, you may do so at this time. If it is greyed out and unable to deselect. Email us at [conference@fbinaa.org](mailto:conference@fbinaa.org).

### Registration Edit

**Primary Attendee Add-ons**

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

Below are additional tickets available to the primary registrant. Tickets are non-transferable. You will be able to add tickets for your guests when you add Family Badges in the Attendee Service Center (ASC), as applicable.

Example  
Only

	MEALS	PRICE
<input checked="" type="checkbox"/>	YLP Breakfast Friday, July 9 8:00 AM - 9:30 AM Open to YLP Graduates Invite-Only	
	EVENTS	PRICE
<input checked="" type="checkbox"/>	FBINAA Night - Member Friday, July 9 6:00 PM - 10:00 PM Open to Conference Badge and Family Badge	\$50.00

6. The next page will be titled **Family Badge Registration + Add-ons**.
  - a. Input the information for the number of guests you indicated you are registering
  - b. There is only one Family Badge type. The Family Badge type will already be selected for you. Review and add Optional Events and Activities for each 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.

Example  
Only

Guest Number 1

First Name

Last Name

City

State

Name to Appear on Badge (First Name Only)

Email Address

Cell Phone

<input checked="" type="checkbox"/>	FAMILY BADGES	BEFORE MARCH 31
<input checked="" type="checkbox"/>	Family Badge* Member	\$125.00

7. Click the **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.

8. 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 changes/additions in the system; the see orange circle below.
- a. You can then call the Conference Helpline at 800-941-8840 to assist with payment or any other questions.

**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\* **Send Invoice**

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

**Example Only**