

# Welcome to NJAWWA Online Registration!

NJAWWA is pleased to bring you the convenience of online registration for the 2009 Annual Conference, and other upcoming events.

**All online registrations must be paid with a credit card.** You cannot register online and pay later. If you are using a check or municipal purchase order, you must register by mail.

Here are some guidelines to assist you in the registration process –if you have **any** questions, please feel free to contact Mona Cavalcoli at NJAWWA by calling toll free: 866-436-1120.

## STEP ONE: LOG IN

The first screen you see will tell you:

- a) that you are not logged in, and
- b) that if you are a member and don't log in, you will not receive member prices

**AWWA Members:** in order to register at member rates, members need to log in with a username and password.

USERNAME = first initial and last name (e.g. "jsmith")

PASSWORD = your username your AWWA membership number WITHOUT the zeros in front (e.g. 000243719 would be entered 243719).

**Non-members\*\*:** Non-members may register online, too. At the opening screen, identify the meeting you wish to attend, and click on the link that says, "[Register for this Meeting.](#)" located to the right of that event listing.

**NEW!**  
**Exhibitor Registrations**  
For the 2009 Annual Conference, you may purchase a booth and register booth personnel online. Please See the Exhibit Registration Section at the end of this document for instructions.

## STEP TWO: FILL OUT THE FORM AND SELECT REGISTRATION CATEGORIES

Once at the Meeting Registration Form/page:

### 1. Individual Information:

Members: your existing membership information should be shown on the screen. Please review it and make any corrections.

Non-members: please fill in your individual information

### 2. Select Your Registration Category

Use the drop down menu to select your registration category. Once you select your category, the fee will automatically appear in the "fee" box below. To view details of a registration category, select the category, THEN click on the link to the right and details will pop up in a new window on your screen.

### 3. Additional Information:

Is your company engaged in the sale of products, equipment or services to the water industry?

Is your company exhibiting at the 2009 Annual Conference?

Please indicate your answers to these questions. A \$50 non-exhibitor fee applies to individual registrants from companies that sell products, equipment or services to the water industry but are not exhibiting at the event. NJAWWA Sponsors are exempt from this fee. The fee is \$50 per person, but is capped at \$500 per company.

Is this your first NJAWWA Meeting?

Please indicate if this is your first NJAWWA meeting, and indicate any special needs you or your spouse/guest might require.

### Special Needs?

Please indicate if you, or your spouse/guest, require any special accommodations or dietary/health considerations.

#### **4. Register Spouse/Guest/Additional Person/Booth Personnel**

Use this to register a spouse or guest\* or to register multiple from the same office that are paying together. Exhibitors should use this to register their booth personnel.

Select “yes” from the drop down menu. When you click “continue Registration,” you will see spaces to enter additional names, and pull-down menus so that you can select the additional persons’ registration category.

***\*Please note: the “Spouse/Guest” category is for family accompanying you who are not participating in the technical sessions – additional colleagues/booth personnel must be registered at the appropriate registration fees.***

#### **5. Additional Information:**

Is your company engaged in the sale of products, equipment or services to the water industry?  
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## **STEP THREE: REVIEW AND PAYMENT**

#### **6. Click “Continue Registration”**

Your information has been saved at this point. In the BLUE menu bar at the top, you should see the phrase “Logged in as: (your name); Meeting Registration – Events”

In this menu you will see any “events” you are registered for. For example, if you registered for a “Full Registration,” you will see “Annual Banquet” and “NJAWWA Breakfast” listed, since tickets for those events are included in your full registration.

If you are required to pay the non-exhibitor fee, it will appear here, and show the \$50 fee.

If you would like to add a ticket/event, such as an additional Annual Banquet ticket, click “Add/edit events for (your name) registration.”

You will see all additional events listed here. Select “Annual Banquet Ticket” from the list and click “Save Changes.” Your registration record will be updated and your registration fee should reflect an additional event/ticket costs.

To proceed, click “Continue Registration”

#### **7. Payment**

You are now entering a secure area of the NJAWWA registration process\*, where you may pay for your registration using Mastercard, Visa or American Express.

Review your registration information and totals. In the “Payment Options” area:

Select your credit card type from the drop down menu (MC, VISA, AMEX) and enter your card number and expiration date in the appropriate areas. Click “Submit Registration”

You should then receive a confirmation page. Please PRINT THIS PAGE FOR YOUR RECORDS! You will also receive an e-mail confirmation from NJAWWA within 24 hours, containing details about your registration.

8. **You are finished! If you have any questions, contact Mona Cavalcoli at NJAWWA by calling toll free: 866-436-1120.**
9. **Please remember our cancellation policy: in order to receive a refund, meeting cancellations must be received, in writing, no less than 3 business days prior to the Annual Conference. No shows will be billed and will not receive a refund. If you cannot make it, but would like to send a substitution, please contact Mona Cavalcoli at 866-436-1120.**